United Nations ST/IC/2001/3

Secretariat

5 January 2001

English only

Information circular*

To: Staff members who are liable to pay income taxes to United States tax authorities on United Nations salaries and emoluments

From: The Controller

Subject: **Payment of 2000 income taxes**

Deadlines for submission of requests for reimbursement of 2000 taxes

Staff serving in the United States:	1 March 2001
Staff serving elsewhere:	2 April 2001

Inquiries

Payroll Section, Room S-1830
Telephone: (212) 963-2949
Fax: (212) 963-4184
Lotus Notes Mail: Tax, Unit
Internet: tax@un.org
Intranet: http://www3.un.org/Accounts/tax

In person or by phone:

2 to 16 April 2001:	9.30 a.m. to 5.30 p.m.
At all other times:	3 to 5 p.m.

* Expiration date of the present circular: 31 December 2002.

01-20435 (E) 120101

Note

The present circular contains important information about the reimbursement of income taxes by the United Nations. Read it carefully and be sure that anybody who assists you in the preparation of your tax returns reads it also. You will be required to certify as to the accuracy of certain statements made in your request for reimbursement and to give consent to the Organization to obtain certain verifications directly from the Internal Revenue Service (IRS). This is explained fully in paragraphs 5 to 9 below. Please note especially paragraph 8, which defines your responsibility for informing the Organization of any change in your tax liability or filing of amended tax returns for any reason.

Tax advice and tax forms. Staff members who need detailed tax advice and/or tax forms should refer to paragraphs 23 to 25 for further information and a listing of addresses, telephone numbers and Internet sites for IRS and state tax help services.

Staff members of dual nationality. A staff member's registered nationality and/or resident status with the United Nations determines his or her eligibility for reimbursement of income taxes. Staff members who are nationals of the United States of America must register as such to be eligible for reimbursement of United States income taxes on United Nations earnings.

Signing the waiver. According to the United States Immigration and Nationality Act of 1952, staff members who are or who become permanent residents of the United States must sign the Waiver of Privileges and Immunities of the United Nations within 10 days of receiving notification of admission for permanent residence or effective date of employment with the United Nations.

Minimizing of tax. You are required to make maximum use of all adjustments to income, deductions and exemptions available to you and to certify to this effect (see paras. 12-15).

Cheques made payable to tax authorities for your account. Cheques for reimbursement of taxes or for tax advances will normally be made payable to a tax authority for your account. They must be transmitted to the appropriate tax authorities or returned to the Payroll Section. These cheques made payable to tax authorities must *never*, under any circumstances, be deposited into your personal account.

Staff members due large refunds from tax authorities. Large refunds are often due to overpayment of tax advances by the United Nations. Please refer to paragraphs 46 to 48 for an explanation as to how any excess reimbursements for 2000 will be handled.

Taxpaying staff members stationed outside the United States. If you were assigned to a United Nations office or mission outside the United States during 1999 or 2000 or 2001, you should give particular attention to the information contained in paragraphs 66 to 88.

New source for income tax information. Income tax information specific to the needs of United States taxpayers working for the United Nations is available through the Intranet to personnel stationed in New York at http://www3.un.org/Accounts/tax. Personnel at Headquarters with access to the United Nations Intranet site are encouraged to explore this alternative.

Acknowledgement of receipt of revised and/or amended returns. Staff members who file revised and/or amended returns with the tax authorities must submit copies to the Tax Unit. They will receive an acknowledgement of receipt of such revised and/or amended returns within one month. If staff members do not receive such acknowledgement within the prescribed time, they should contact the Tax Unit.

Contents

		Paragraphs	Page
	Introduction	1–2	5
I.	United Nations policies on income tax reimbursement	3–25	5
	A. Rationale for reimbursement of taxes levied on United Nations income	3–4	5
	B. Requirements for applications for reimbursement or for advances to pay estimated taxes	5–11	5
	C. Obligation to minimize tax liability	12–15	7
	D. Issuance of tax cheques by the United Nations	16–20	8
	E. Limitation on retroactivity of claims for reimbursement of taxes	21	9
	F. Policy regarding interest and penalties imposed by tax authorities	22	9
	G. Income tax assistance, inquiries and forms	23–25	9
II.	Procedures for reimbursement of federal, state and municipal income taxes for calendar year 2000	26–49	11
	A. Computation of the reimbursement	26–27	11
	B. Statement of taxable earnings	28–33	12
	C. Social Security numbers or individual taxpayer identification numbers (ITINs)	34–35	13
	D. Office to which settlement claims are to be submitted	36	14
	E. Deadline for submission of settlement claims for 2000	37–39	14
	F. Incomplete or incorrect applications	40–43	14
	G. Issuance of final 2000 tax payment cheques	44–45	15
	H. Overpayment of tax advances	46–48	16
	I. Timely filing of tax returns	49	16
III.	Advances for estimated federal, New York, Washington, D.C., Virginia or Maryland and New York City or Yonkers income taxes for calendar year 2001	50–59	17
IV.	Social Security contributions (self-employment taxes)	60–65	19
V.	Special provisions and procedures applicable to staff members assigned to a United Nations office outside the United States during 1999 or 2000 or 2001	66–88	20
	A. General comments	66–67	20
	B. Filing deadlines	68–69	21
	C. Foreign earned income and housing cost exclusions	70–76	21
	D. Filing procedures for staff members who have qualified for or are likely to qualify for the foreign earned income exclusion for 2000	77–80	22
	E. Requirements for amended tax returns in certain circumstances	81–84	23

F. Tax advances for staff members on mission or assignment outside the United States 85–86 24

G. Special provisions governing Social Security 87–88 24

VI. Special provisions relating to staff members who have already separated from the United Nations or who are expected to separate from the United Nations in 2001 . . 89–96 25

Introduction

1. A staff member who is a United States citizen or a permanent resident ("green card" holder) who has signed the Waiver of Privileges and Immunities of the United Nations (the Waiver) is subject to income taxation by the United States on his or her earnings from the United Nations. The main criterion of determination by the United Nations of entitlement to reimbursement of income taxes is the staff member's registered nationality and/or resident status with the United Nations, in compliance with staff rule 104.8 (a), which provides that "in the application of Staff Regulations and Staff Rules, the United Nations shall not recognize more than one nationality for each staff member". According to the United States Immigration and Nationality Act of 1952, the Waiver should be signed within 10 days of receiving notification of admission for permanent residence or joining the Organization. It is the staff member's **personal responsibility** to ascertain and meet his or her legal obligations, if any, arising under United States federal, state and municipal income tax laws.

2. A staff member who is liable for such taxes for 2000 and/or 2001 and who wishes to claim reimbursement from the United Nations may apply for reimbursement of such taxes in accordance with the procedures set out in the present circular.

I. United Nations policies on income tax reimbursement

A. Rationale for reimbursement of taxes levied on United Nations income

3. Most Member States, by acceding to section 18 (b) of the Convention on the Privileges and Immunities of the United Nations, have exempted United Nations staff members from national taxation of their official emoluments. A few Member States have not done so and staff members from those Member States may thus be required to pay taxes on their United Nations income. In the interest of equity, the General Assembly established a system to reimburse income taxes to those United Nations staff members who are required to pay taxes in respect of salaries or other emoluments they receive from the United Nations.

4. The purpose of the reimbursement system is to place United Nations staff members subject to taxation in the position they would have if their official emoluments were not taxed. Hence, it is intended neither to provide a benefit, nor to place the staff member at a disadvantage, in relation to other United Nations staff members who are not required to pay taxes to a Member State on their United Nations emoluments. United Nations staff regulation 3.3 (f) (i) stipulates that in no case shall the reimbursement by the United Nations exceed the final income taxes actually paid and payable in respect of a staff member's United Nations income.

B. Requirements for applications for reimbursement or for advances to pay estimated taxes

5. Staff members must submit to the Payroll Section, room S-1830, the following:

(a) For reimbursement of 2000 federal, state or municipal taxes:

(i) A request for settlement of income taxes (United Nations form F.65 plus form F.65/A, if applicable);

(ii) A consent for IRS to disclose certain tax return information to the United Nations (United Nations form F.243);

(iii) True, complete and signed copies of the relevant income tax returns and supporting information for the tax year for which reimbursement is requested.

For reimbursement of taxes for states other than New York, New Jersey, Connecticut, Washington, D.C., Maryland and Virginia, or for municipal authorities other than New York City or Yonkers, the tax rates and relevant instructions issued by the tax authority must be attached to the application.

(b) For advances to pay 2001 estimated taxes:

A request for settlement of income taxes (United Nations form F.65 plus form F.65/A, if applicable).

6. **Incomplete applications, that is, forms that are not fully completed, signed and dated, and, in the case of requests for reimbursement of income taxes, complete, signed copy/copies of income tax return(s), will not be processed and will be returned to the staff member with a notice of correction. The Organization will not accept any responsibility for delays in processing any incomplete application for reimbursement of income taxes.**

7. All applicable spaces on form F.65 must be filled in as completely as possible. The Payroll Section relies on current information, such as home address, office location and telephone extension, in order to facilitate communication with staff members. A staff member's home address on form F.65 should be the same as the home address indicated on the 2000 IRS form 1040 filed, unless it is certain that the staff member is more easily reached at another mailing address.

8. In signing form F.65, staff members certify and undertake very specific obligations as a condition of receiving reimbursements or advances. Staff members certify that copies of tax returns submitted are identical to the returns filed with the tax authorities. Staff members agree specifically, inter alia, to notify the United Nations within 30 days of: (a) any amended returns filed with the tax authorities subsequent to the copies submitted to the United Nations; and (b) any change in the staff member's tax liability, whether that change takes place before or after the return is filed, whether or not that change pertains to the staff member's United Nations income, and whether or not a joint return is filed. Because changes in income from non-United Nations sources or changes in deductions are likely to affect the amount of the United Nations reimbursement, *any* kind of change in tax liability must be reported to the United Nations. Failure to adhere to these obligations may result in: (a) suspension of issuance of further tax reimbursement cheques; (b) recovery of amounts already advanced and/or paid; and (c) possible disciplinary action.

9. In completing and signing form F.243, a staff member consents to authorize IRS to disclose certain tax information to the United Nations for verifying actual income taxes paid to the United States. This consent may be revoked within 75 days of signature. However, if consent is revoked, the staff member must immediately repay to the United Nations the entire amount of any tax reimbursements and advances for all the tax years to which the revocation applies. If repayment of any

tax reimbursements and advances is not made promptly, these amounts may be deducted, pursuant to staff rule 103.18, from future payments by the Organization of salaries and other emoluments, and disciplinary action may also be taken as appropriate. Normally the completion of one form F.243 at the time of application for reimbursement will be sufficient for the whole year. However, staff members may be required to complete and sign another form F.243 at any time during the year.

10. Form F.243 must be filed with no changes or alterations except as specified in the directions at the bottom of the form, and must be submitted with an original signature. Faxed copies of completed form F.243 are not acceptable because they do not have an original signature. The use of "white-out" or any subsequent corrections to form F.243 are not permitted. Form F.243 must be completed in ink and should not be completed in pencil. Any changes to form F.243 will result in delays in the processing of claims. Please adhere to the standard *American* dating convention of **month/day/year** and not the normal United Nations date format when completing form F.243. Reimbursement requests with a form F.243 in which the dating is ambiguous will be returned. If you are filing a joint return, your spouse's Social Security number must be on form F.243, whether your spouse is a staff member or not.

11. In cases where a staff member has filed a claim for reimbursement of income taxes that must be returned by the Payroll Section because of an error or some other deficiency, the staff member will receive a notice of correction. If the staff member fails to respond to the notice of correction in a timely manner, there may be substantial delays in processing the reimbursement request, for which the United Nations will not accept any responsibility.

C. Obligation to minimize tax liability

12. In order to minimize the burden on the Tax Equalization Fund, of which the Secretary-General is the trustee, and on voluntary funds from which tax reimbursements may be made, a staff member claiming reimbursement is required to make maximum use of all adjustments to income, deductions and exemptions in order to minimize his or her tax liability. In claiming a reimbursement from the United Nations, a staff member, inter alia, certifies and agrees on the Request for Settlement of Income Taxes (form F.65) that he or she will minimize his or her taxes. Only those deductions that can be subtracted from employment income may be applied against United Nations taxable earnings.

13. For married staff members, the filing of joint tax returns in most cases results in a lower tax liability both for the staff member and for the United Nations. Staff members who receive a dependency allowance from the United Nations for their spouse *must* file jointly. If (a) tax return(s) with filing status other than married filing jointly is/are submitted, the final reimbursement of income taxes will be calculated using the greater of the standard deduction for married filing jointly for the tax year in question or the actual amount of the itemized deduction claimed. The married-filing-jointly tax rate will be used to calculate the taxes due. Filing of joint federal returns by citizens and resident aliens with spouses who are non-resident aliens is permitted. New York State income tax laws require that taxpayers who file

joint federal returns must, with very few exceptions, file joint New York State returns.

14. Staff members are required to itemize deductions if these would exceed the standard deductions allowable. Staff members should refer to the specific instructions issued by the tax authorities for items of deductions allowed. If a staff member does not itemize deductions and it is determined by the United Nations that itemizing deductions would result in a lower tax, the tax returns will be returned to the staff member as **incomplete**, and she or he will be required to resubmit the returns with an itemized deduction schedule.

15. Staff members who have received United Nations dependency allowances for their relatives residing in the United States are required to claim the appropriate exemptions for the dependants, or provide an acceptable written explanation as to the reason for not doing so. Staff members who received dependency allowances for secondary dependants must claim the exemptions or provide an acceptable written explanation as to the reason for not doing so.

D. Issuance of tax cheques by the United Nations

16. Cheques issued as the final settlement or advances for federal or state or municipal income tax liabilities attributable to United Nations earnings will usually be made payable to the income tax authority for the account of the staff member. The staff member must forward any such cheques immediately to the appropriate tax authority. Cheques payable to a tax authority on behalf of a staff member must **never**, under any circumstances, be deposited into a personal account.

17. **Failure to forward cheques made payable to the tax authorities promptly to the appropriate tax authorities may result in the suspension of the issuance of future tax cheques. Depositing a cheque made payable to a tax authority into a personal account may result in the suspension of the issuance of future tax cheques, recovery of amounts already advanced and/or paid, and possible disciplinary action.**

18. An exception to the United Nations procedure of issuing cheques payable to the tax authorities for your account will be made only if the staff member provides proof that full payment of income taxes has already been made at the time the claim is submitted. Proof of payment means copies of both sides of cancelled cheques made payable to the tax authorities or certified transcripts of taxpayer accounts. When a staff member provides such proof of prior payment at the time of submission of his or her claim, a cheque payable to the staff member will be issued. Any claims for reimbursement of income taxes that request a cheque made payable to the staff member but do not provide acceptable proof of payment will not be honoured.

19. The tax authorities require each taxpayer to enter his or her Social Security number on each cheque so that the tax authority can credit the cheque to the proper account. Staff members should verify that the Social Security number printed on the face of each tax cheque is correct. Married staff members should always write their own Social Security number on any cheque issued by the United Nations and not the Social Security number of their spouse. Staff members are urged to keep a record of the number of each tax cheque received from the United Nations. Copies of

cancelled cheques can be obtained by providing the United Nations with the actual **cheque numbers** together with an acceptable justification for the request. Requests for copies of cancelled cheques will be honoured only when available resources permit.

20. Staff members who expect to be on official travel or leave on the date that tax cheques are issued should make prior arrangements with their executive officers to have the cheques forwarded to them early, so that they can send them to the appropriate tax authorities before the due date. It may not always be possible for the Payroll Section to accommodate requests for early issuance of cheques.

E. Limitation on retroactivity of claims for reimbursement of taxes

21. The reimbursement of income taxes shall be deemed to be claimable by staff members on the last date on which their return for a particular year must be filed with the tax authority, without any extension of time for filing other than the automatic extension for staff serving abroad. In accordance with staff rule 103.15, no claims for reimbursement of taxes will be entertained beyond one year after that date, unless the United Nations accepts that there are extenuating circumstances. In such cases, a staff member may request that the time limit in staff rule 103.15 be waived, and support such a request with a written explanation for the delay. Staff members will be required to submit sufficient documentary proof of the actual tax returns filed with the respective tax authorities.

F. Policy regarding interest and penalties imposed by tax authorities

22. As the responsibility for filing complete, correct and timely tax returns and estimated tax payments with any amounts due is that of the individual taxpayer, the United Nations will not reimburse staff members for interest or penalties imposed by tax authorities on their United Nations earnings. There are three exceptions to this rule. The United Nations may reimburse late-payment and/or underpayment interest and penalty charges which arise from: (a) delays or incorrect written instructions or incorrect earnings data which are acknowledged by the United Nations as being the responsibility of the Organization; (b) extensions for staff members serving the United Nations outside the United States; or (c) underpayment of tax advances by the United Nations under the provisions of paragraph 53 (c), (d) and (e) below. The United Nations will not pay any late filing penalties under any circumstances.

G. Income tax assistance, inquiries and forms

23. Neither the Office of Programme Planning, Budget and Accounts, nor the United Nations Joint Staff Pension Fund nor the Office of Legal Affairs is staffed to provide advice or assistance to staff members on tax matters other than in relation to the treatment of United Nations earnings, and none of the above-mentioned offices can communicate directly with tax authorities on a staff member's behalf. Under the provisions of staff regulation 1.6, staff members are not permitted to provide assistance in income tax matters to other staff members for remuneration without the prior approval of the Secretary-General. Should advice on non-United Nations-

related aspects of income tax returns be needed, staff members should consult the appropriate income tax authorities or tax preparation services. Staff members may wish to obtain a free copy of publication 17, entitled "Your Federal Income Tax (For Individuals)", which is issued annually by IRS. Staff members serving outside the United States may wish to obtain a free copy of IRS publication 54, entitled "Tax Guide for U.S. Citizens and Resident Aliens Abroad". Specific information on all general tax matters may be obtained by calling the telephone numbers or accessing the Internet sites listed below:

Internal Revenue Service	800-829-1040 http://www.irs.ustreas.gov/prod/cover.html
New York State Department of Taxation and Finance	800-225-5829 http://www.tax.state.ny.us/faq
State of New Jersey, Department of the Treasury, Division of Taxation	800-323-4400 or 609-292-6400 http://www.state.nj.us/treasury/taxation/faqs.htm
State of Connecticut, Department of Revenue Services	800-382-9463 or 860-297-5962 http://www.drs.state.ct.us/faq

New York, New Jersey and Connecticut 800 numbers can be dialled in-state only.

Staff members serving outside the United States requiring federal income tax forms or information should contact the nearest United States embassy, consulate or Internal Revenue Service office listed below:

Berlin	(49) (30) 8305-1140
London	(44) (207) 408-8077
Mexico City	(52) (5) 209-9100 ext. 3557
Paris	(33) (1) 4312-2555
Rome	(39) (06) 4674-2560
Singapore	(65) 476-9413
Tokyo	(81) (3) 3224 5466

24. In order to allow the Payroll Section adequate time to complete the processing of tax reimbursements, inquiries will be received by the Payroll Section daily from 3 to 5 p.m. The Payroll Section will be open for inquiries daily from 9.30 a.m. to 5.30 p.m. from 2 to 16 April 2001. Inquiries may be made by telephone ((212) 963-2949), fax ((212) 963-4184), Lotus Notes Mail (Tax, Unit), Internet mail (tax@un.org), Intranet at http://www3.un.org/Accounts/tax (for staff at Headquarters with access to the Intranet) or in person in room S-1830. Staff members outside the United States who need more information or assistance may contact the Payroll Section at any time by telephone, fax, letter or through the Internet.

25. Most forms required for filing federal and state returns are available from libraries, post offices and specialized government Internet sites. The Payroll Section will attempt to maintain a limited supply of a few basic forms outside room S-1830. These will be available to staff members on a first-come, first-served basis. However, most tax forms will have to be obtained directly from the appropriate tax

authorities. Tax forms may be ordered by calling the telephone numbers or accessing the Internet sites listed below:

Internal Revenue Service	800-829-3676 http://www.irs.ustreas.gov/forms_pubs/index.html
New York State Department of Taxation and Finance	800-462-8100 http://www.tax.state.ny.us/Forms
State of New Jersey, Department of the Treasury, Division of Taxation	800-323-4400 or 609-292-6400 http://www.state.nj.us/treasury/taxation/
State of Connecticut, Department of Revenue Services	800-382-9463 or 860-297-5962 http://www.drs.state.ct.us/forms/forms.html

New York, New Jersey and Connecticut 800 numbers can be dialled in-state only.

Income tax forms from government Internet sites are available in file formats that require special software to be read and printed. File readers are generally available free of charge from many income tax Internet sites.

II. Procedures for reimbursement of federal, state and municipal income taxes for calendar year 2000

A. Computation of the reimbursement

26. For the calendar year 2000, as in previous years, the method of computing the federal, state and municipal taxes payable on United Nations earnings and, thus, the amount that the United Nations will reimburse to a staff member is as follows: The tax attributable to United Nations salary and emoluments is considered to be the **difference** between: (a) the total tax payable for the year as shown in the copies of the tax return submitted by the staff member with the United Nations income (as shown on the statement of taxable earnings) **included**, and (b) the tax that would be payable if United Nations income were **excluded** from total income.

27. Both calculations (a) and (b) above use the actual total deduction and the actual deduction for exemptions claimed by the staff member on his or her tax return(s) to arrive at the taxable income. Limitation of deductions or the deduction for exemptions, or the availability of tax credits that result from including United Nations earnings in adjusted gross income, are not taken into consideration for the calculation of reimbursement of regular income tax or alternative minimum tax. The adjustment to income for one half of the self-employment tax (see para. 63 below) is considered to be an adjustment to United Nations income to the extent that this self-employment tax is attributable to United Nations income. All tax credits available, such as the earned income credit, the child and dependant care credit, the elderly and disabled credit, the foreign tax credit, New York City school tax credit and various state homestead tax credits are applied to reduce the total income tax liability and do not affect either calculation.

B. Statement of taxable earnings

28. Each staff member on the *Headquarters* payroll who is subject to United States taxes will receive a detailed statement of his or her United Nations taxable earnings for 2000 on the United Nations form entitled "Statement of taxable earnings". The statements will be issued before 31 January 2001.

29. A staff member who is required to file a United States federal income tax return and who was payrolled at any time in 2000 by the Economic Commission for Africa (ECA), the Economic Commission for Latin America and the Caribbean (ECLAC), the Economic and Social Commission for Asia and the Pacific (ESCAP), the Economic and Social Commission for Western Asia (ESCWA), the United Nations Office at Nairobi, the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations University (UNU), the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) or the International Tribunals in The Hague, Arusha or Kigali should receive a statement of his or her United Nations taxable earnings directly from the finance office at that location. Statements of taxable earnings issued by finance offices away from Headquarters will usually be issued sometime after 31 January 2001. Staff members who were on the payrolls of more than one office during 2000 should receive a separate statement of taxable earnings from each office; their total United Nations taxable income is the total of all such statements.

30. Staff members will note that at the bottom of the statement of taxable earnings there is a paragraph which explains that, since remuneration from an international organization is not subject to withholding, the United Nations is exempt from issuing a Wage and Tax Statement, IRS form W-2, per se. While it is not a requirement of IRS or state/local tax authorities, staff members may wish to attach a copy of the United Nations statement of taxable earnings to the income tax returns that they file with the appropriate tax authorities. A copy of the statement(s) of taxable earnings must be attached to the copy of the returns included with the request for reimbursement of taxes.

31. The following types of payments made by the United Nations to staff members during the calendar year 2000 are included in the statement of taxable earnings for 2000:

(a) Gross salary (before the deduction of staff assessment);

(b) Overtime and night differential;

(c) Post adjustment;

(d) Dependency allowance;

(e) Mobility and hardship allowance (including hazard pay, where applicable);

(f) Representation allowance;

(g) Education grant;

(h) Assignment grant;

(i) Travel on appointment and/or separation;

(j) Removal of household effects;

(k) Home leave travel;

(l) Rental subsidy.

The taxable portion of a partial or full distribution received from the United Nations Joint Staff Pension Fund (see paras. 91-94 below), along with any other taxable separation payments, such as accrued annual leave, repatriation grant or termination indemnity, will also be included in the statement. United Nations daily subsistence allowance (DSA) and mission subsistence allowance (MSA) are not taxable earnings.

32. The total of all types of payments shown on the statement of taxable earnings is the amount that will be reported directly by the United Nations to the United States Internal Revenue Service and is the amount that should be reflected on the staff member's income tax returns. Every possible effort will be made to ensure that all taxable income items have been included on the statement of taxable earnings. However, even if some items have been omitted, it remains the responsibility of the staff member to include all taxable items on his or her tax return and to inform the Headquarters Payroll Section and the finance office issuing the statement of taxable earnings of the amount and date received of any item omitted from the statement of taxable earnings.

33. United Nations emoluments are considered wages or earnings from employment and they must be reported as such on line 7 of IRS form 1040, "Wages, salaries, tips, etc.". United Nations earnings are not business income and should not be reported on IRS schedule C. Any claims for reimbursement using schedule C to report United Nations earnings subject to income taxes will be returned to the staff member for correction.

C. Social Security numbers or individual taxpayer identification numbers (ITINs)

34. The United States Internal Revenue Service, in connection with the operation of its automatic data-processing program, requires that taxpayers indicate their Social Security number or ITIN on their tax returns for use as a taxpayer account number. Under the Internal Revenue Code, a penalty may be imposed for failure to supply an account or identification number, unless the taxpayer can show that the failure was attributable to reasonable causes.

35. Staff members who are liable to pay United States federal income tax should obtain a Social Security number or an ITIN, even if they are not United States citizens or if their United Nations earnings are not otherwise subject to Social Security coverage. Staff members should file form SS-5 for a Social Security number or form W-7 for an ITIN. If a number has been applied for but not received by the due date for filing, the staff member should ask for an extension of time to file. Missing or incorrect Social Security numbers may result in the tax authority applying stringent penalties. Therefore, staff members are urged to apply for and to provide the Payroll Section with their Social Security numbers.

D. Office to which settlement claims are to be submitted

36. All staff members (except those who are or were payrolled by UNRWA) requesting reimbursement of income taxes for the calendar year 2000 should submit their completed applications to the Payroll Section of the Office of Programme Planning, Budget and Accounts, Room S-1830, United Nations Headquarters, New York, NY 10017. UNRWA staff members should submit their applications for reimbursement to the UNRWA finance office.

E. Deadline for submission of settlement claims for 2000

37. All staff members serving in the United States should submit their completed applications for reimbursement as soon as possible after receipt of the statement of taxable earnings, but **not later than 1 March 2001**. As discussed in paragraphs 68 and 69 below, for staff members serving outside the United States on or after 1 February 2001, the deadline for submission of applications for reimbursement is **2 April 2001**.

38. A staff member serving in the United States who submits a claim for reimbursement of 2000 income taxes on or before 1 March 2001 may anticipate that the claim will be reimbursed in advance of the 16 April 2001 filing deadline, provided the claim is complete and the Payroll Section finds no problems that may delay or prevent its timely processing. Similarly, a staff member serving outside the United States who submits a complete and processable (see paras. 5 and 6 above) claim for reimbursement of 2000 income taxes before 2 April 2001 may anticipate that the claim will be reimbursed in advance of the 15 June 2001 overseas filing deadline with the two-month automatic extension. The lead time provided by the submission deadlines gives the Payroll Section sufficient time to process and pay all timely filed claims for reimbursement of income taxes in advance of filing deadlines. Staff members who submit their claims for reimbursement of 2000 income taxes after the United Nations submission deadlines are not assured that their claims will be reimbursed by their applicable IRS filing deadlines.

39. All staff members who received advances to pay estimated taxes for the tax year 2000 must submit a copy of their final tax returns for 2000, together with form F.65 (Request for Settlement of Income Taxes) and form F.243 to the Payroll Section. If a staff member does not submit these by 17 September 2001, any tax advance payments which have been made to him or her **may be recovered from his or her salary** starting the following month.

F. Incomplete or incorrect applications

40. The elements of a complete application for reimbursement of taxes are set out in paragraphs 5 and 6 above. An incomplete application will not be considered a valid request and will be returned to the applicant. In such cases, the date of submission will be deemed to be the date of receipt of the corrected, complete return. The United Nations will not accept responsibility for the consequences arising from any delays in processing attributable to incomplete claims.

41. In recent years, the use of computerized tax preparation packages has become widespread, and some of them include the electronic filing of tax returns with IRS.

The paper copies of tax returns generated from computer software can be accepted by the Payroll Section as the required copy of a staff member's return only if there is a fully printed description for each line number of the tax return comparable to the line descriptions on federal and state returns. Computerized tax return forms that contain only line numbers and amounts are **not** acceptable. Federal income tax returns must be prepared using IRS form 1040, and New York State resident returns must be prepared using New York State Department of Taxation and Finance form IT-201.

42. If the Payroll Section determines, in the course of processing a request for reimbursement, that an error has been made in a staff member's tax return(s), it will issue to the staff member a written notice of correction to be made to the tax return(s). Staff members should not, however, rely on the Payroll Section to detect errors; they remain fully responsible for filing correct returns with the tax authorities. Staff members who receive notices of correction are required to certify that they have made the necessary changes to their tax returns and have submitted the corrected returns to the tax authorities. They must return the notice of correction to the Payroll Section along with a copy of the corrected return(s) which they certify have been sent to the tax authorities. The United Nations will not be responsible for any delays in the issuance of tax cheques because of the requirement for returning the notice of correction with a copy of the corrected return(s) to the Payroll Section.

43. In instances when staff members have already filed their returns with the tax authorities before the receipt of a notice of correction from the Payroll Section, they must submit appropriate **amended** returns to the tax authorities and submit a copy of the amended return(s) to the Payroll Section.

G. Issuance of final 2000 tax payment cheques

44. Final tax reimbursement cheques will be issued before the 16 April 2001 deadline to all staff members who submit complete claims for reimbursement of 2000 income taxes on time by the deadline of 1 March 2001. Final tax reimbursement cheques for all overseas staff members who submit complete claims for reimbursement of 2000 income taxes by the deadline of 2 April 2001 will be issued before the 15 June 2001 deadline. Staff members whose advances to pay estimated taxes for 2000 exceeded their entitlements to tax reimbursement for 2000 for both federal and state returns will receive no reimbursement cheques. Staff members whose advances to pay estimated taxes for 2000 were less than their entitlement to tax reimbursement for 2000 will receive either one or two reimbursement cheques for each return.

45. When two reimbursement cheques are received for a particular tax return, one of the cheques will be a cheque made payable to the tax authority for the account of the staff member and the other cheque will be a cheque made payable to the staff member. The staff member must forward any cheques made payable to the tax authority to the appropriate tax authority. These cheques made payable to a tax authority for the account of a staff member must **never**, under any circumstances, be deposited into a personal account.

H. Overpayment of tax advances

46. If a staff member has received advances to pay estimated taxes for 2000 from the United Nations which exceed his or her entitlement to reimbursement for the United Nations share of the total tax liability for 2000, the amount of excess reimbursement for 2000 will normally be considered by the United Nations to be estimated tax payments for 2001. The total amount of new advance payments made for 2001 estimated taxes will be reduced accordingly. Such excess amounts are indicated on the transmittal statement accompanying 2000 reimbursement cheques and/or 2001 advance cheques. Any such excess payments for 2000 will be deducted from the first-quarter tax advance cheque for 2001 and, if necessary, from subsequent quarterly tax advance cheques.

47. In such cases, staff members should be aware that they may incur penalties and interest if the total amount of estimated tax payments for 2001 are significantly underpaid as a result of the reduction in the 2001 advance cheques issued by the United Nations. Staff members will need either to designate on their 2000 tax returns a portion of any 2000 overpayment(s) as an estimated payment for 2001 and/or to make additional estimated tax payments for 2001 directly. Staff members paying self-employment taxes on United Nations earnings should pay particular attention to the effect of any United Nations overpayment of 2000 federal estimated taxes on payments credited to their 2001 federal taxpayer account.

48. In certain instances, United Nations advances received to pay estimated taxes for 2000 may have greatly exceeded the staff member's total taxes due and the staff member is eligible for an unusually large refund from the tax authority. Overpayments of 2000 estimated taxes in excess of twice the amount of 2000 income taxes due on United Nations earnings are considered to be unusually large refunds. In these instances, most or all of the potential refund is due to and payable to the United Nations, and this excess payment for 2000 by the United Nations cannot be recovered in a reasonable time by the normal method of reducing the staff member's 2001 tax advances. In such circumstances, the staff member *must request a full refund* on his or her 2000 tax return, endorse the refund cheque to the United Nations when it is received and return it to the Payroll Section. The Payroll Section will then issue another cheque made payable to the staff member for whatever portion of the total 2000 refund was not due to the United Nations. Any such unusually large refunds from a tax authority, which are attributable to a significant overpayment of tax advances by the United Nations and which are not returned to the Payroll Section within 90 days of the required filing date of the tax return, will be subject to immediate recovery from salary or final separation payments. A staff member who is uncertain whether a large refund from a tax authority must be treated in this fashion should consult with the Payroll Section.

I. Timely filing of tax returns

49. Whether or not United Nations final reimbursement cheques are received by the filing deadline of 16 April 2001, staff members must file their returns on time with the appropriate tax authorities unless they have filed a request for an extension to file. Staff members serving outside the United States have an automatic two-month extension and must file their federal income tax returns by 15 June 2001 or apply for an extension. This will avoid the substantial penalties for failure to file the

tax return within the time prescribed by law. If the tax return is filed without full payment, IRS and other tax authorities will levy a charge for the failure to pay the tax or portion thereof when due. Staff members may wish to refer to IRS notice 433 for further information about notice, penalties and interest. The United Nations will not pay any late filing penalties under any circumstances. In this connection, the staff member is responsible for his or her share of the tax due and any interest and penalty related thereto. If, despite full compliance by the staff member with the procedures set out in the present circular, the United Nations cheques were not received in a timely fashion, a claim for reimbursement of any late payment interest and penalties levied will be considered in accordance with the provisions of paragraph 22 above.

III. Advances for estimated federal, New York, Washington, D.C., Virginia or Maryland and New York City or Yonkers income taxes for calendar year 2001

50. A staff member who will be liable to pay federal, state or municipal income taxes for 2001 is required to file, by 16 April 2001, a declaration of estimated tax on his or her estimated 2001 income, including salary and emoluments to be received from the United Nations. Instructions regarding the filing of the declaration of estimated income tax, showing how and when payments are to be made, can be found on IRS tax form 1040-ES, New York tax form IT-2105, New Jersey tax form NJ-1040ES, and Connecticut form CT-1040ES.

51. Staff members should be aware that, in order to avoid the penalty for underpayment of estimated taxes for 2001, in most circumstances they will be required to pay in equal quarterly instalments as estimates of their 2001 federal tax the lesser of: (a) 100 per cent of their actual 2000 tax liability (including the self-employment tax); or (b) 90 per cent of their estimated 2001 tax liability (including the self-employment tax).

52. **It is the responsibility of staff members to include on their estimated tax forms, estimates of additional taxable income from sources other than the United Nations and to pay the estimated tax due thereon, including their share of self-employment tax (Social Security contributions).**

53. The United Nations is prepared to assist staff members in meeting their estimated tax obligations on United Nations income. To facilitate the payment of estimated taxes, quarterly advances are issued to staff members on request and under the conditions prescribed below:

(a) A request for the issuance of advances to pay 2001 estimated income taxes is made by completing the appropriate section of form F.65 (Request for Settlement of Income Taxes), normally completed at the same time as the request for the 2000 final tax reimbursements;

(b) No advances will be issued to pay 2001 estimated income taxes to any staff member who has received advances to pay 2000 estimated income taxes but whose 2000 tax reimbursement has not been settled;

(c) No advances will be issued to staff members who are working under an initial appointment contract with the United Nations which is less than six months.

The United Nations will be prepared to reimburse any penalty incurred by the staff members related to underpayment of estimated taxes on such United Nations income;

(d) Staff members who have separated from the United Nations will receive no additional advances. In some instances, retiring staff members who joined the Organization before 1 January 1980 will receive taxable lump-sum pension payments or other taxable distributions that will require additional estimated payments to be made to tax authorities. The United Nations will not issue tax advances for these distributions but will be prepared to reimburse any penalty incurred by the staff members related to the reimbursable portion of the United Nations payments;

(e) Advances may be reduced or eliminated for staff members on mission or assignment outside the United States who are likely to qualify for the foreign earned income exclusion discussed in paragraphs 70 to 76 below. Should it be necessary, the United Nations will reimburse any resulting penalty incurred by the staff members related to underpayment of estimated taxes on United Nations income;

(f) The amounts of the estimated tax advances issued by the United Nations will be determined by the Payroll Section; they will normally be based either on earnings received from the United Nations in 2001 or on the amount of taxes paid on United Nations income for the full year 2000 plus the United Nations portion of the Social Security (self-employment) taxes expected to be paid for 2001, if any;

(g) All tax advances issued during 2001 will be applied against the amount calculated as reimbursable by the United Nations for the year 2001.

54. Estimated taxes are payable to the tax authorities in four quarterly instalments due on 16 April 2001, 15 June 2001, 17 September 2001 and 15 January 2002. Advances for the first quarterly instalment of the 2001 taxes will be issued before the 16 April 2001 due date, and those for subsequent quarterly payments will be issued before the above-mentioned due dates.

55. For most staff members paying taxes to the United States, federal tax advances are deposited directly with IRS for credit to the staff member's individual accounts as estimated payments received. Staff members who have not filed their requests for 2001 advances with the Payroll Section by the Headquarters deadline of 1 March 2001 may receive their first advance for estimated federal taxes for 2001 by cheque rather than direct deposit. However, any subsequent advances in 2001 for federal estimated taxes will normally be made by direct deposit.

56. All advances for New York state/city estimated taxes will be made by cheque payable to the tax authority for the account of the staff member. These state/city cheques must be sent promptly with the proper form to the appropriate tax authority. These cheques made payable to the tax authority for the account of the staff member must never, under any circumstances, be deposited into a personal bank account.

57. The United Nations currently issues advances for federal and New York State estimated taxes via cheques made payable to the tax authority for the account of the staff member. Any advances for Washington, D.C., Virginia or Maryland state/city estimated taxes will be made by cheques made payable to the staff member. These cheques must be endorsed by the staff member and sent promptly with the proper form to the appropriate state/local tax authority. The United Nations does not issue

advances for estimated taxes for states other than New York, Washington, D.C., Virginia and Maryland, but will reimburse any late/underpayment-of-estimated-taxes penalties and related interest that may be levied by other state tax authorities as a consequence.

58. Staff members payrolled at Headquarters whose tax advance payments for estimated federal taxes in 2000 were made by direct deposit to IRS will be notified of the amount of the direct deposit on the 2000 statement of taxable earnings.

59. Staff members whose tax advance payments for the United Nations share of their estimated federal taxes are made by direct deposit with IRS will, in many cases, still have to make additional estimated tax payments directly to IRS each quarter, using IRS form 1040-ES payment vouchers. Staff members who are United States citizens are required to pay Social Security contributions on their United Nations earnings. They will therefore need to make estimated federal tax payments for their own share of Social Security (self-employment) taxes due and may be penalized for underpayment of estimated taxes if they do not. All staff members with taxable income from sources other than the United Nations may need to make additional estimated federal tax payments each quarter as well.

IV. Social Security contributions (self-employment taxes)

60. It is mandatory that all United States citizens report any self-employment income and pay the appropriate self-employment tax. United States citizens (but not resident aliens ("green card" holders) who have signed the waiver of immunity) who are serving in the United States have Social Security coverage while employed by the United Nations. United States citizens serving abroad do not, except as indicated in paragraphs 87 and 88, have Social Security coverage; they are not subject to self-employment tax, nor can they obtain Social Security coverage by voluntary payments.

61. United States citizens working for the United Nations and serving in the United States are taxed on United Nations earnings **as if they were self-employed**. Their Social Security contribution on the gross amount of United Nations taxable income for 2000 must be calculated using IRS schedule SE (self-employment tax). This does not imply, however, that United Nations emoluments should be reported on IRS schedule C (see para. 33).

62. The General Assembly has approved payment of the difference between the total amount of self-employment (Social Security) tax United States citizens are required to pay as United Nations staff and the amount they would have to pay themselves as employees of a taxable employer in the United States. The United Nations will normally reimburse one half of the self-employment tax due on the United Nations taxable earnings as calculated on IRS schedule SE.

63. United States citizens employed by the United Nations in the United States must complete schedule SE to report their self-employment tax on their United Nations income. The self-employment tax is claimed as an adjustment to income on the staff member's federal return and on some state returns. The amount of the adjustment to income is one half of the total self-employment tax reported on schedule SE. This adjustment to income must be reported on line 27 of IRS form 1040 and, if applicable, on line 17 of New York State forms IT-201 and IT-203.

64. An individual's total estimated tax is defined as the sum of his or her estimated income tax and estimated self-employment tax. This means that a United States citizen employed by the United Nations in the United States is required to pay his or her self-employment tax on a quarterly basis. The payment of any balance of the self-employment tax in respect of the year 2000 will be due on or before 16 April 2001, together with the federal income tax return.

65. Completing form F.65 (Request for Settlement of Income Taxes) and attaching a completed copy of IRS schedule SE with the submitted tax return makes application for reimbursement of the United Nations portion of Social Security contributions (self-employment tax) owed. The amount due from the United Nations in respect of Social Security contributions (self-employment tax) is automatically included in the quarterly advances issued by the United Nations for payment of estimated United States federal income tax. The amount of self-employment tax included in the quarterly advances will be specifically indicated on the transmittal statement. Quarterly payments by the staff members for their own share of self-employment taxes should normally equal the amounts paid by the United Nations. Normally advances of estimated taxes for the current tax year, including the United Nations share of Social Security contributions, are based on the amount of the final reimbursement paid for the immediately preceding tax year. United States citizens who joined the United Nations during the immediately preceding tax year or served outside the United States must inform the Payroll Section, New York, so that any adjustments to the Organization's share of Social Security contributions can be made in respect of the current tax year.

V. Special provisions and procedures applicable to staff members assigned to a United Nations office outside the United States during 1999 or 2000 or 2001

A. General comments

66. The United States tax regulations for taxpayers who are or have been outside the United States recently for long periods of time are especially complicated; United Nations tax reimbursement procedures necessarily reflect that complexity. Staff members with questions about these procedures, particularly those currently stationed outside the United States, should not hesitate to seek assistance from the Payroll Section by letter, telephone ((212) 963-2949), fax ((212) 963-4184), Lotus Notes Mail (Tax, Unit) or Internet (tax@un.org).

67. Staff members who are stationed outside the United States on or after 1 February 2001 are expected to meet the deadlines and requirements discussed in the following paragraphs. To the maximum extent possible, the deadlines and other requirements have been designed to allow such staff members additional time to comply with them. Staff members who are unable for any reason to comply with the filing deadlines or other requirements must notify the Payroll Section promptly and provide a written explanation of the circumstances.

B. Filing deadlines

68. IRS grants taxpayers who are physically outside the United States on 16 April 2001 an automatic extension to 15 June 2001 for the filing of income tax returns for 2000, in recognition of the difficulties that such taxpayers may encounter in meeting the 16 April deadline. This extension to file is granted automatically, but a written statement certifying that the staff member is outside the United States must be attached to the return. Interest and late-payment penalties are charged on any tax payments owed and received after 16 April 2001. Please note that state tax authorities do not normally grant an automatic extension of time to file for overseas taxpayers. Staff members applying for an extension to file 2000 federal income tax returns must apply separately for extensions to file any required state returns.

69. The United Nations takes this automatic filing extension into consideration by granting those staff members serving outside the United States on or after 1 February 2001 an additional month to submit their request for settlement. These staff members should submit a claim for tax reimbursement as soon as possible, but **not later than 2 April 2001**. The United Nations will pay any late payment and/or underpayment interest and penalties that may have accrued as a result of this extension either to the date of payment of any unpaid taxes on United Nations income or to 15 June 2001, whichever is earlier. The United Nations will not pay any late filing penalties under any circumstances.

C. Foreign earned income and housing cost exclusions

70. In certain circumstances, the federal government and many states allow some or all income earned outside the United States to be excluded from total income before it is taxed. A staff member meeting either the **physical presence test** or the **bona fide residence test** as follows *must* elect to exclude in one or more taxable years foreign earned income attributable to the period of residence outside the United States:

(a) To qualify for this foreign earned income exclusion under the **physical presence test**, a staff member must be physically outside the United States for at least 330 full days during any period of 365 consecutive days. A full day is defined as the 24-hour period that starts at midnight. The 330 full days may be interrupted by periods in the United States.

(b) In order to qualify for this foreign earned income exclusion under the **bona fide residence test**, the staff member must be either a United States citizen or a United States resident alien who is a national of a country with which the United States has an income tax treaty in effect, and be a **bona fide** resident of a foreign country, or countries, for an uninterrupted period that includes a complete tax year, 1 January through 31 December. The determination whether a staff member is a **bona fide** resident of a foreign country involves his or her intention with regard to the length and nature of the stay. Generally, if a staff member goes to a foreign country for a definite, temporary purpose and returns to the United States after it is accomplished, she or he is *not* a **bona fide** resident of that country. If accomplishing the purpose requires an extended, indefinite stay, and a staff member makes his or her home in the foreign country, he or she may qualify as a **bona fide** resident.

71. Most staff members on mission who qualify for the foreign earned income exclusion do so under the **physical presence test** because they have been on assignment for the United Nations outside the United States for 330 days during any consecutive 365-day period. Some staff members who have not yet been outside the United States long enough by early 2001 to qualify for the exclusion are likely to qualify later in 2001 when their assignment has carried on for a year or so. The specific 365-day consecutive period during which a staff member is outside the United States for at least 330 full days is the **qualifying period** for the foreign earned income exclusion. Very often the **qualifying period** will cut across two calendar years and will therefore affect the staff member's tax returns for both years.

72. Staff members who have completed an assignment of more than 330 days outside the United States or who are likely to do so by the end of 2001 should contact the Payroll Section to find out whether they are qualified or will be qualified to claim the foreign earned income exclusion. Staff members who have been on mission or assignment outside the United States during 1999, 2000 or 2001 must complete form F.65/A as a supplement to form F.65 (Request for Settlement of Income Taxes) in order to help the Payroll Section in determining whether or not the staff members have qualified or are likely to qualify for the exclusion.

73. The maximum amount of foreign income which can be excluded is $76,000 per person for tax year 2000. In most cases the amount of the maximum foreign earned income exclusion for a particular tax year is reduced in proportion to the number of days in a staff member's **qualifying period** that fall outside that tax year.

74. Some staff members who qualify for the foreign earned income exclusion will also qualify for excluding and/or deducting an additional amount based upon foreign housing costs. Staff members who are eligible (see IRS form 2555 instructions for further details) must take the full housing cost exclusions and/or deductions permissible. These housing expenses include rent, utilities (other than telephone charges), real and personal property insurance, non-refundable fees paid to obtain a lease, rental of furniture and accessories, residential parking and household repairs.

75. If a staff member qualifies for federal income tax purposes for the foreign earned income exclusion for United Nations income earned outside the United States, such income can and must also be excluded from New York State, Connecticut, New York City and Yonkers income, if applicable. There is no foreign earned income exclusion allowed, however, as a reduction to New Jersey income.

76. In calculating a staff member's tax reimbursement with respect to United Nations income, any foreign earned income exclusion available and any housing costs exclusion or deduction will be applied against the staff member's United Nations earnings to the extent that these deductions resulted from the period of his or her service with the Organization.

D. Filing procedures for staff members who have qualified for or are likely to qualify for the foreign earned income exclusion for 2000

77. Staff members who by 16 April 2001 already qualify for the foreign earned income exclusion for all or part of 2000 because the end of their **qualifying period** has already been reached must claim the exclusion for 2000 by completing IRS form 2555, "Foreign Earned Income", and including it with their completed federal tax

return. All federal tax returns which include IRS form 2555 (including amended returns) must be sent to the Internal Revenue Service Center, Philadelphia, PA 19255, no matter what IRS filing centre is normally used.

78. Staff members on mission or assignment outside the United States since 2000 who have not yet qualified for the foreign earned income exclusion but who think it is likely that they will be outside the United States for 330 days during a **qualifying period** that will end between 16 April and 30 September 2001 *must* take advantage of the IRS provision that allows them to postpone filing their 2000 tax returns until such time as they expect to qualify for the foreign earned income exclusion for some portion of 2000.

79. Staff members postponing their tax filing for 2000 for the above-mentioned reason who anticipate that they will not qualify for the foreign earned income exclusion by 15 June 2001 (the extended filing date automatically granted by IRS to taxpayers physically out of the United States on 16 April) should file IRS form 2350, "Application for extension of time to file U.S. Income Tax Return". This form should be sent to the Internal Revenue Service Center, Philadelphia, PA 19255, no later than 15 June 2001. Staff members must also notify the Payroll Section that they have postponed filing with IRS and accordingly will not be able to meet the Payroll Section's 2 April 2001 deadline for submission of settlement claims for 2000 and will, thereby, be exempt from paragraph 39 of the present circular.

80. Staff members who qualified for the foreign earned income exclusion for 2000 may in some cases have received tax advances for 2000 substantially in excess of the United Nations share of their total tax liabilities. Staff members in this situation should refer to paragraphs 46 to 48 above on overpayment of tax advances.

E. Requirements for amended tax returns in certain circumstances

81. Staff members on mission or assignment outside the United States in 2000 who have not yet qualified for the foreign earned income exclusion for 2000 and who do not expect to qualify by 30 September 2001 must submit their settlement claim for 2000 to the Payroll Section by the regular deadline of 2 April 2001 and file their 2000 returns on time with the tax authorities. Should they subsequently qualify for the foreign earned income exclusion with a **qualifying period** that includes any portion of 2000, an *amended return* or returns for 2000 must be filed with the tax authorities within 90 days of the end of the **qualifying period**.

82. Similarly, staff members who were on a mission or an assignment outside the United States which qualified them for the foreign earned income exclusion with a **qualifying period** that included part or all of *1999* or *any prior tax year* and who have not already claimed the exclusion on that year's income tax return(s) must file an *amended return* or returns with the applicable tax authorities within 90 days requesting a refund.

83. A copy of any amended return(s) to claim the foreign earned income exclusion must be submitted to the Payroll Section at the time of the filing with the tax authorities. Since the foreign earned income exclusion on returns amended for this reason relates to United Nations income for which the United Nations has already provided tax reimbursement, most or all of the refund received will be due to the United Nations. Upon receipt of the refund cheque, staff members must within 30

days bring or send it to the Payroll Section for settlement of the balance due to the United Nations.

84. If the Payroll Section determines that a staff member has qualified for the foreign earned income exclusion for a past year which would require the staff member to file an amended return for that year, a notification will be sent to the staff member informing him or her of the need to file the amended return(s). If, after 90 days following the date of the notification, the staff member has not submitted a copy of the properly amended return as filed with the tax authorities, the amount of tax reimbursement made by the United Nations for that year may be **recovered from the staff member's salary** starting the next month.

F. Tax advances for staff members on mission or assignment outside the United States

85. Tax advances for 2001 for staff members who have qualified or are likely to qualify for the foreign earned income exclusion in 2001 will be issued solely on the basis of any estimated United Nations income in excess of the expected exclusion. If for any reason the staff member does not later qualify for the exclusion, the United Nations will, in addition to reimbursing the tax actually due, pay any penalties due as a result of the underpayment of the United Nations share of estimated taxes due.

86. Staff members who are newly assigned in 2001 to missions or offices outside the United States for a period of six months or longer must notify the Payroll Section of their assignment prior to their departure. No further tax advances will be issued to staff members who begin an assignment of six months or longer outside the United States prior to 15 August 2001. Staff members who return from assignment outside the United States in 2000 or 2001 should notify the Payroll Section in order to determine if the issuance of quarterly estimated tax cheques needs to be reinstated or the amount increased.

G. Special provisions governing Social Security

87. United States citizens serving abroad (whether or not they qualify for the foreign earned income exclusion) do not have Social Security coverage and generally pay no self-employment taxes. However, to the extent that they spend time on official duty in the United States, their earnings for each such period are subject to the self-employment tax, which will be partially reimbursed by the United Nations in accordance with paragraphs 61 to 64 above.

88. The earnings subject to self-employment tax for each such period should be calculated by multiplying the number of days spent in the United States (including the days of arrival and departure) by the daily rate of remuneration (calculated as a fraction of the then prevailing monthly rate), consisting of gross base salary, post adjustment and any salary allowances paid during the applicable period. The minimum amount of income that must be reported for self-employment/Social Security purposes in any year is $400.

VI. Special provisions relating to staff members who have already separated from the United Nations or who are expected to separate from the United Nations in 2001

89. When a staff member leaves the Organization for any reason, he or she is still required to follow the procedures for requesting tax reimbursement for the last year in which she or he received compensation from the United Nations. Staff members who separated or received final payment during 2000 are required to file the application forms with copies of their 2000 returns by the normal 2001 deadlines.

90. Staff members payrolled outside Headquarters must inform the Payroll Section in New York of the date of their separation from the Organization in advance.

91. When a staff member who has received tax advances leaves the Organization before the end of a year, the Payroll Section estimates the amount of reimbursement for taxes owed to the staff member for the partial year worked and compares it to the amount of advances already received. If the amount of the advances already received exceeds the estimated reimbursements owed, the difference is subtracted from the staff member's final payment. Staff members who plan to leave the Organization and who wish to avoid such a deduction from their final payment should consult the Payroll Section as soon as possible to reduce the amount of the tax advances they would otherwise receive.

92. United Nations Joint Staff Pension Fund payments to retired or separated staff members may include full or partial lump-sum distributions, which include the staff member's own contributions to the Pension Fund, and may include the Organization's contributions and the interest earned. The Organization's contributions and the interest earned are taxable income to the staff member.

93. The taxes on these Pension Fund payments may or may not be reimbursed by the United Nations, depending on the staff member's period of service. Retired staff members who joined the Organization prior to 1 January 1980 are entitled to reimbursement for income taxes paid on partial or full lump-sum pension payments and withdrawal settlements received. Qualified staff members who desire such tax reimbursement from the United Nations for lump-sum payments received should make sure to include the taxable amount as part of the taxable income on their returns in the year the lump-sum payment is received. The United Nations will not reimburse any future taxes payable on such distributions if the income tax liability for these amounts is deferred to future years because the staff member has "rolled over" the payments into another qualifying pension plan or an individual retirement account (IRA). Staff members should not use IRS form 4972 to calculate the amount of tax on a partial lump-sum pension payment. Any claim for reimbursement of income taxes where the tax on a partial lump-sum payment is calculated on IRS form 4972 will be returned to the staff member for correction.

94. The General Assembly, in its resolution 34/165 of 17 December 1979, decided that staff members who joined the United Nations after 1 January 1980 would not be entitled to reimbursement for income taxes paid on partial or full lump-sum payments and withdrawal settlements received. Such staff members, who do not qualify for reimbursement, may wish to "roll over" lump-sum pension payments within 60 days of receipt into another qualifying pension fund or into an IRA so that taxes on the payments are deferred until distributions are received in later years.

95. Separated staff members who are members of the Pension Fund receive a letter from the secretariat of the Pension Fund which provides the details of their contributions and United Nations payments. Staff members must submit a copy of this letter to the Payroll Section at Headquarters and to the finance office issuing their statement of taxable earnings by 31 December, so that the taxable portion of their distributions can be determined and incorporated into their statement of taxable earnings. Staff members who have become permanent residents of the United States after having joined the United Nations must also provide a copy of the Personnel Action form (P.5) showing the date they signed the Waiver of Privileges and Immunities of the United Nations. It is the personal responsibility of separating staff members to inform the appropriate offices of any pension-related information that may be relevant to the preparation of their statements of taxable earnings. Partial or full lump-sum payments and withdrawal settlements pertaining to the period of service prior to signing the Waiver are not taxable and will not be included in the taxable portion of pension lump-sum payments. If the statement of taxable earnings does not include the taxable portion of any lump-sum payment or withdrawal settlement received, a staff member is nonetheless required to include the correct amount in his or her taxable income reported to the tax authorities. Requests for reimbursement for taxes will not be processed for separated staff members if the Payroll Section has not previously received a copy of the separation benefits letter from the secretariat of the Pension Fund.

96. Staff members who have separated from the United Nations will receive no further tax advances. Taxable lump-sum payments or withdrawal settlements will often require additional estimated tax payments to be made to avoid penalties. The United Nations will not issue additional advances for such separation distributions but will be prepared to reimburse any late payment and/or underpayment penalty and interest incurred by staff members related to the reimbursable portion of the United Nations payments.

UNITED NATIONS NATIONS UNIES

REQUEST FOR SETTLEMENT OF 2000 INCOME TAXES

To: **PAYROLL SECTION, Room S-1830, Office of Programme Planning, Budget and Accounts, United Nations, New York, NY 10017**

Index No.: _____ (MANDATORY) **Social Security No.:** _____ (MANDATORY)

Last name: _____ (MANDATORY)

First name: _____ (MANDATORY) **E.O.D Date** _____ (MONTH/YEAR ONLY)

Spouse has United Nations earnings in 2000 subject to income tax reimbursement? ☐ Yes ☐ No

Spouse last name: _____ (MANDATORY, IF FILING JOINT RETURN)

Spouse first name: _____ (MANDATORY, IF FILING JOINT RETURN)

Spouse Index No.: _____ (MANDATORY, IF YES ABOVE) Spouse Social Security No.: _____ (MANDATORY, IF FILING JOINT RETURN)

Visa status:
- ☐ U.S. citizen since at least 1 January 2000 (Visa status "U")
- ☐ U.S. permanent resident since at least 1 January 2000 and have signed the "Waiver" (Visa status "W")
- ☐ Residency/citizenship status changed from ___ to ___ effective date ___ 00 (NOTE - Valid entries are: G = G4 visa, W = U.S. permanent resident, U = U.S. citizen) (day/month)

Duty status:
- ☐ Active staff member at time claim for reimbursement of taxes submitted to **Payroll Section, New York**
- ☐ Separated/Retired staff member as at ___ 00 (day/month)
- ☐ Other, please explain _____ effective date ___ 00 (SLWFP, SLWOP, etc.) (day/month)

Organization: ☐ United Nations ☐ UNDP ☐ UNICEF ☐ Other _____ (PLEASE INDICATE)

Office: _____ Room No.: _____

Telephone: ___ - ___ - _____ e-mail address: _____ @ _____

Please direct all communication including cheques to my ☐ home ☐ office.

Address as on 2000 IRS form 1040 filed (*NOTE – PLEASE OMIT COMMAS AND OTHER PUNCTUATION*):

Street/apt.: _____

City: _____ (INCLUDE POSTAL CODE OF ANY COUNTRY OTHER THAN UNITED STATES HERE)

State/country: _____ U.S. zip code _____ (DO NOT RECORD POSTAL CODE OF ANY COUNTRY OTHER THAN UNITED STATES)

Check one or both boxes:

☐ A. I am requesting settlement of 2000 income taxes. *(Complete numbers 1 to 12 below and UN form F.243.)*

☐ B. I am requesting advances to pay 2001 estimated income taxes. *(Complete numbers 1 to 5 and numbers 13 to 17 below.)*

SECTION I - To be completed by all staff members

In consideration of any tax payments made to me, *I hereby certify* and give the following undertakings:

1. (a) I am, or have been, assigned to a United Nations office outside the United States during 2001, 2000 or 1999 ☐ Yes ☐ No

   (b) If I have checked "Yes", I have completed and attached form F.65/A ☐ Yes ☐ No

(over)

☐ 2. I certify that any cheques made payable to a tax authority received from the United Nations in response to my requests for tax advances or reimbursements have been or will be transmitted to the tax authorities named on the cheques solely to meet my income tax obligations and will *never be deposited into a personal account*.

☐ 3. I certify that I will *provide* the United Nations, upon request, with acceptable *proof* of taxes paid or other documents or information as may be required to verify my tax liabilities.

☐ 4. I certify that I will *refund* to the United Nations any *overpayment* of tax reimbursements or advances, together with any interest received as a result of any such overpayment made by the United Nations.

☐ 5. I certify that any settlements which I have received from the United Nations for the purpose of meeting income tax liabilities of previous years have been paid by me to the appropriate tax authorities and that no part of such money has been refunded to me by the income tax authorities which I have not refunded to the United Nations.

SECTION II - To be completed by all staff members requesting settlement for 2000 income taxes

☐ 6. I certify that the signed copies of my income tax returns for 2000, which are attached, are *true, correct and complete copies* of final returns, that they are the identical copies of the returns filed with the tax authorities, that they correctly reflect my tax liabilities for 2000 and that they are the basis on which settlement for 2000 taxes are requested.
If my request for settlement includes tax returns from states other than New York, New Jersey or Connecticut, or for municipal authorities other than New York City or Yonkers, I have attached to this application the tax rates and relevant instructions issued by the tax authorities.

☐ 7. I certify that, as a United States citizen, I am *subject to United States self-employment tax* on my United Nations earnings and that I am entitled to the difference between the amount of the Social Security tax I am required to pay as a United Nations staff member and the amount I would have to pay as an employee of a taxable employer. I have reported my self-employment tax on my United States Income Tax Form 1040, and I have attached to my return a copy of Schedule SE.

☐ 8. I certify that I have *minimized my income tax* for 2000 by utilizing all adjustments to income, deductions and exemptions to which I am entitled, including the *itemizing of deductions* if they exceed the standard deduction allowable.

☐ 9. I certify that if I have received a United Nations dependency allowance for relative(s) residing in the United States, I have *claimed these relative(s) as dependant(s)* on my income tax returns or I have provided acceptable explanation as to why not.

☐ 10. I certify that I will *notify* the United Nations within 30 days if for any reason it is necessary for me to file an *income tax return which is different* from the returns I have herewith submitted and will *furnish* a copy of the new return to the United Nations.

☐ 11. I certify that I will *notify* the United Nations within 30 days of any *amended returns* subsequently filed or any change in my tax liability which might require adjustment of the tax payments received in any year.

☐ 12. I have completed in full, signed, dated currently and attached an *ORIGINAL* of form F.243 (11-00).

SECTION III - To be completed by all staff members requesting advances to pay 2001 estimated taxes

13. I request advances to pay the following estimated taxes for 2001:

☐ Federal ☐ Social Security/self-employment ☐ State/city

14. I expect to itemize deductions in 2001: ☐ Yes ☐ No

If I have checked "Yes", my estimated total deductions for 2001 are:

Federal: $ _____ State/city: $ _____

15. My own (and, if applicable, my spouse's) total outside taxable income in 2001, other than United Nations income, is estimated to be: $ _____

16. Total number of federal exemptions that will be claimed in 2001, including myself, will be: _____

17. I have moved into or out of New York State or New York City or Yonkers during 2001: ☐ Yes ☐ No

If I have checked "Yes", the date of my move was _____ (day/month/year) and I moved from _____ to _____

ALL INFORMATION CONTAINED HEREIN CERTIFIED TRUE AND CORRECT

Date: _____ (day/month/year) Signature: _____

UNITED NATIONS NATIONS UNIES

REQUEST FOR SETTLEMENT OF INCOME TAXES: SUPPLEMENTARY INFORMATION TO FORM F.65

To be completed by staff members on mission or assignment outside the U.S. during 2001, 2000 and/or 1999

Index No.:

Last name:

First name:

Staff members who have been on mission or assignment outside the United States for a substantial period may qualify for foreign earned income exclusion for the federal and some state income taxation. The maximum exclusion for 2000 is $76,000.00 per person. Detailed information about the exclusion of foreign earned income can be found in the INFORMATION CIRCULAR from the Controller on PAYMENT OF INCOME TAXES and the instructions for IRS form 2555, which must be completed and attached to the tax returns of staff members who qualify for the exclusion.

It is necessary to complete this form in order to help the Payroll Section to determine whether or not you have already qualified or are likely to qualify for the foreign earned income exclusion for tax years 2000 and/or 2001.

The data for 2000 are also essential for U.S. citizens who, while on assignment outside the United States, are subject to self-employment taxes to the extent that they spend time in the United States, whether on duty or on leave. Please use digits to represent the month and follow the international dating convention of DAY/MONTH/YEAR when completing this form.

☐ I am currently outside the United States on mission or assignment.
My most likely return date to an assignment in the United States is: Day Month Year

☐ I have indicated below each different period from 1 January 1999 to the present during which I was outside the United States, and I have attached an additional piece of paper for more entries, if necessary.

Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	
Date departed from U.S. Day Month Year		Date returned to U.S. Day Month Year	

CERTIFIED TRUE AND CORRECT:

Date: Day Month Year

Signature: _____

CONSENT FOR THE INTERNAL REVENUE SERVICE TO DISCLOSE TAX RETURN INFORMATION TO THE UNITED NATIONS

Information contained in United States federal income tax returns is confidential and, except as authorized by the Internal Revenue Code, may not be disclosed to any person. Taxpayers may authorize the Internal Revenue Service to release this confidential tax return information to persons otherwise not entitled to receive such information.

The purpose of this consent is to authorize the Internal Revenue Service to disclose certain confidential tax information to the United Nations to assist the United Nations in verifying the United States income taxes you paid on your earnings from the United Nations. The United Nations will use this information in connection with its programme of reimbursing income taxes paid on United Nations emoluments, pursuant to staff regulation 3.3(f). The Internal Revenue Service has no involvement in such verification aside from processing any consents received from taxpayers and disclosing information in accordance with the terms of such consents. The United Nations will pay the fees incurred in processing the present consent.

You may revoke the present consent by writing to the Internal Revenue Service at:

Internal Revenue Service
1040 Waverly Avenue
Holtsville, N.Y. 11742
Attn: Photo Disclosure
Stop 532

The Internal Revenue Service will honour no consent if a written revocation is processed at the designated address prior to a disclosure being made.

CONSENT BY STAFF MEMBER

I, _____ hereby authorize
NAME OF STAFF MEMBER

the Internal Revenue Service to disclose to the United Nations tax information including a transcript of my Federal income tax account(s) for 2000/1999/1998/1997. The return(s) was/were filed under the name(s) of
(Cross out only those year(s) during which you were NOT a United Nations staff member.)

_____
NAME(S) UNDER WHICH 2000 IRS FORM 1040 FILED

at: _____
ADDRESS AS ON 2000 IRS FORM 1040 FILED

showing my Social Security number _____ and that of my spouse _____
IF APPLICABLE

If I revoke this consent, I authorize the Internal Revenue Service to disclose a copy of my revocation, or the fact that I have revoked, to the United Nations.

I request the Internal Revenue Service to transmit the above information to:

United Nations
New York, N.Y. 10017

Signature:* _____ Date: _____
MONTH/DAY/YEAR

***Even if the tax return is a joint one, the staff member concerned need only sign this form.**

IMPORTANT INSTRUCTIONS: *Please fill out the form above by printing your name, the name(s) under which your return was filed, your current address and Social Security number(s) in the appropriate blanks. If you were not a staff member of the United Nations during any of the four years listed on the third line, you may cross out that/those year(s), but make no other changes or notations on the form. If you file joint returns, you must fill in your spouse's Social Security number. Complete this form in pen. Do not use pencil. Sign and date the form at the bottom, making sure that you follow the format shown, that is,* ***"MONTH/DAY/YEAR"****. YOU MUST RETURN THIS FORM WITH AN* ***ORIGINAL*** *SIGNATURE AND DATE.*
COPIES OF THIS FORM ARE NOT ACCEPTABLE.

UNITED NATIONS NATIONS UNIES

REQUEST FOR SETTLEMENT OF 2000 INCOME TAXES

CHECKLIST

(DO NOT INCLUDE WITH YOUR SUBMISSION)

This checklist is intended to assist staff members who are submitting claims for reimbursement of 2000 income taxes to ensure that they have submitted complete and correct claims in a timely manner. To facilitate logging and processing of 2000 claims for reimbursement of income taxes, the Payroll Section, New York, asks that the component parts of a complete claim for reimbursement of 2000 income taxes be ordered as follows:

- ☐ F.243
- ☐ F.65
- ☐ F.65/A (if serving outside the United States)
- ☐ Federal income tax return
- ☐ New York State income tax return
- ☐ Other state income tax return(s)

SUBMISSION DATES

1. ☐ My duty station is in the United States, my UN submission deadline is **1 March 2001** and my IRS filing deadline for my 2000 income tax return is **16 April 2001**.

2. ☐ My duty station is outside the United States, my UN submission deadline is **2 April 2001** and my IRS filing deadline for my 2000 income tax return is **15 June 2001**.

FORM F.243

3. ☐ I have included United Nations form F.243 with my claim for reimbursement of 2000 income taxes.

4. ☐ If I file a joint return with my spouse, the F.243 form includes the name and Social Security number of my spouse.

5. ☐ I have crossed out **only those tax years** during which I was **not** a United Nations staff member.

6. ☐ Form F.243 includes my address as on my 2000 IRS form 1040 filed.

7. ☐ I have dated form F.243 according to the **American** dating convention of **MONTH/DAY/YEAR**.

8. ☐ I have dated form F.243 currently and trust the Payroll Section, New York, will receive my claim for reimbursement of 2000 income taxes within 60 days of the signature date of form F.243.

9. ☐ I have not altered the signature/date of form F.243 with "white-out" or by crossing out or otherwise altering the signature/date on the form.

FORMS F.65 and F.65/A

10. ☐ I have completed all mandatory fields, including my index number, my Social Security number, my name, and my spouse's name, Social Security number and index number (if applicable).

11. ☐ I have indicated the date my citizenship or residency status in the United States changed in 2000.

INCOME TAX RETURNS

12. ☐ I have included complete copies of my 2000 federal and all applicable state income tax returns.

13. ☐ I must file my 2000 income tax returns by the IRS filing deadline applicable to me or, in the alternative, I must apply for an extension of time to file before my IRS filing deadline. I understand that the UN will not file my tax returns on my behalf.

United Nations ST/IC/2001/4

Secretariat

9 January 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Dependency allowances for staff in the Professional and higher categories and in the Field Service category**

1. On the basis of the recommendation presented by the International Civil Service Commission (ICSC) in its twenty-sixth annual report,[1] the General Assembly, by its resolution 55/223 of 22 December 2000, approved increases in the children's allowance and in the secondary dependant's allowance of staff members in the Professional and higher categories, with effect from 1 January 2001, from their current levels of $1,730 and $619 per annum to $1,936 and $693 per annum, respectively.

2. The General Assembly also approved the recommendation of ICSC to provide for increases of the same proportions at those duty stations where the amounts of these allowances are currently established in local currencies. A list of those countries and the related local currency amounts of the children's allowance and the secondary dependant's allowance applicable as from 1 January 2001 is contained in the annex to the present circular.

3. In keeping with past practice, the revised amounts will also be applicable in respect of eligible children of staff members in the Field Service category, with effect from 1 January 2001.

* The present circular, which supersedes ST/IC/1999/5 dated 12 January 1999, will be in effect until further notice.

[1] *Official Records of the General Assembly, Fifty-fifth Session, Supplement No. 30* (A/55/30), para. 134.

01-20579 (E) 170101

Annex

Amounts of children's and secondary dependant's allowances for staff members in the Professional and higher categories in designated countries

Effective 1 January 2001

Country	*Currency*	*Children's allowance*	*Secondary dependant's allowance*
Austria	Schilling	31 615	11 679
Belgium	Belgian franc	78 534	25 117
Denmark	Danish krone	14 762	4 267
France	French franc	11 346	3 765
French Guiana	French franc	11 346	3 765
Germany	Deutsche mark	4 539	1 628
Ireland	Irish pound	1 281	420
Japan	Yen	446 106	202 661
Luxembourg	Luxembourg franc	78 534	25 117
Monaco	French franc	11 346	3 765
Netherlands	Guilder	5 004	1 704
Switzerland	Swiss franc	3 764	1 677
United States and the rest of the world	United States dollar	1 936	693

United Nations ST/IC/2001/5

Secretariat

12 January 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scale for staff in the Trades and Crafts category at Headquarters**

1. As indicated in paragraph 1 of information circular ST/IC/2000/53 of 9 August 2000, the International Civil Service Commission (ICSC), in accordance with article 12 of its statute, undertook a comprehensive survey of the best-prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the General Service and related categories at Headquarters.

2. With regard to the Trades and Crafts, owing to the difficulties encountered in obtaining data for this category during the survey, the Commission decided to allow its secretariat to continue data collection until such time as a reasonable number of employers had been surveyed. The Commission also decided that as soon as the data had been received and analysed, they would be presented to the Chairman of ICSC for final review and approval, as delegated to him by the Commission.

3. I am pleased to announce that the data collection and its analysis have concluded and, based on the recommendation of the Chairman of ICSC, the Secretary-General has decided to promulgate the revised salary scale for staff in the Trades and Crafts category at Headquarters. The Secretary-General has further decided that the scale should be implemented with effect from 1 May 2000, since salary data collected by the Commission relate to that month.

4. The Commission concluded that the results of the survey for the Trades and Crafts category warranted a 3.78 per cent increase over current net salaries (1 January 1999). The Secretary-General has approved a salary scale, effective 1 January 2000, to reflect the 2 per cent cost-of-living adjustment, which was warranted in January 2000 (see annex I below). The remaining amount has been incorporated into the revised salary scale approved for the Trades and Crafts, with effect from 1 May 2000 (annex II below).

* The present circular will be in effect until further notice.

01-21108 (E) 220101

5. With regard to the amounts of dependency allowances, the revised amounts indicated in paragraph 8 of ST/IC/2000/53, effective 1 May 2000, also apply to the Trades and Crafts category.

6. The implementation of the revised salary scales will be reflected in the payroll at the end of January 2001. Those former staff members who left the service of the United Nations between 1 January and 31 December 2000 will be eligible to receive the retroactive increases that have resulted from the implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present information circular.

7. The present circular supersedes information circular ST/IC/1999/11 and Corr.1.

Annex I

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 January 2000

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	62 499	64 730	66 962	69 194	71 426	73 658	75 890
	(Gross pension)	60 876	62 891	64 973	67 054	69 135	71 216	73 297
	(Total net)	48 124	49 664	51 204	52 744	54 284	55 824	57 364
	(Net pension)	48 124	49 664	51 204	52 744	54 284	55 824	57 364
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	58 582	60 583	62 686	64 788	66 891	68 994	71 097
	(Gross pension)	57 273	59 158	61 042	62 944	64 906	66 866	68 828
	(Total net)	45 351	46 802	48 253	49 704	51 155	52 606	54 057
	(Net pension)	45 351	46 802	48 253	49 704	51 155	52 606	54 057
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	54 832	56 673	58 514	60 380	62 354	64 328	66 301
	(Gross pension)	53 669	55 439	57 208	58 976	60 745	62 515	64 356
	(Total net)	42 576	43 938	45 300	46 662	48 024	49 386	50 748
	(Net pension)	42 576	43 938	45 300	46 662	48 024	49 386	50 748
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	51 084	52 805	54 527	56 249	57 970	59 692	61 516
	(Gross pension)	50 068	51 722	53 377	55 031	56 687	58 341	59 995
	(Total net)	39 802	41 076	42 350	43 624	44 898	46 172	47 446
	(Net pension)	39 802	41 076	42 350	43 624	44 898	46 172	47 446
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	47 343	48 945	50 546	52 147	53 749	55 350	56 951
	(Gross pension)	46 473	48 012	49 552	51 091	52 629	54 168	55 707
	(Total net)	37 034	38 219	39 404	40 589	41 774	42 959	44 144
	(Net pension)	37 034	38 219	39 404	40 589	41 774	42 959	44 144
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	43 593	45 077	46 561	48 045	49 528	51 012	52 496
	(Gross pension)	42 874	44 299	45 724	47 147	48 572	49 997	51 422
	(Total net)	34 259	35 357	36 455	37 553	38 651	39 749	40 847
	(Net pension)	34 259	35 357	36 455	37 553	38 651	39 749	40 847
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	39 866	41 222	42 582	43 943	45 304	46 665	48 026
	(Gross pension)	39 282	40 590	41 898	43 205	44 514	45 821	47 129
	(Total net)	31 497	32 504	33 511	34 518	35 525	36 532	37 539
	(Net pension)	31 497	32 504	33 511	34 518	35 525	36 532	37 539
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	36 253	37 445	38 638	39 830	41 064	42 304	43 545
	(Gross pension)	35 668	36 862	38 053	39 246	40 438	41 630	42 823
	(Total net)	28 715	29 633	30 551	31 469	32 387	33 305	34 223
	(Net pension)	28 715	29 633	30 551	31 469	32 387	33 305	34 223
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child (for staff who become eligible on or after 1 February 1999)	1 068
Child (for eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 644 net per annum.
Second language	822 net per annum.

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

*Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Annex II

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	63 716	65 987	68 258	70 529	72 800	75 071	77 342
	(Gross pension)	62 088	64 206	66 323	68 441	70 558	72 676	74 793
	(Total net)	48 964	50 531	52 098	53 665	55 232	56 799	58 366
	(Net pension)	48 964	50 531	52 098	53 665	55 232	56 799	58 366
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	59 650	61 765	63 906	66 046	68 187	70 328	72 468
	(Gross pension)	58 355	60 273	62 265	64 261	66 257	68 253	70 249
	(Total net)	46 141	47 618	49 095	50 572	52 049	53 526	55 003
	(Net pension)	46 141	47 618	49 095	50 572	52 049	53 526	55 003
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	55 838	57 709	59 581	61 558	63 565	65 572	67 580
	(Gross pension)	54 691	56 490	58 289	60 088	61 947	63 819	65 691
	(Total net)	43 320	44 705	46 090	47 475	48 860	50 245	51 630
	(Net pension)	43 320	44 705	46 090	47 475	48 860	50 245	51 630
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	52 023	53 774	55 526	57 277	59 028	60 836	62 714
	(Gross pension)	51 025	52 708	54 391	56 075	57 758	59 441	61 154
	(Total net)	40 497	41 793	43 089	44 385	45 681	46 977	48 273
	(Net pension)	40 497	41 793	43 089	44 385	45 681	46 977	48 273
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	48 216	49 846	51 476	53 105	54 735	56 365	57 995
	(Gross pension)	47 367	48 933	50 499	52 066	53 632	55 198	56 764
	(Total net)	37 680	38 886	40 092	41 298	42 504	43 710	44 916
	(Net pension)	37 680	38 886	40 092	41 298	42 504	43 710	44 916
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	44 404	45 914	47 423	48 932	50 442	51 951	53 461
	(Gross pension)	43 703	45 154	46 604	48 055	49 506	50 956	52 407
	(Total net)	34 859	35 976	37 093	38 210	39 327	40 444	41 561
	(Net pension)	34 859	35 976	37 093	38 210	39 327	40 444	41 561
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	40 605	41 989	43 373	44 757	46 141	47 524	48 908
	(Gross pension)	40 053	41 382	42 712	44 042	45 372	46 702	48 032
	(Total net)	32 048	33 072	34 096	35 120	36 144	37 168	38 192
	(Net pension)	32 048	33 072	34 096	35 120	36 144	37 168	38 192
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	36 904	38 117	39 330	40 565	41 827	43 089	44 351
	(Gross pension)	36 375	37 588	38 801	40 014	41 227	42 440	43 653
	(Total net)	29 216	30 150	31 084	32 018	32 952	33 886	34 820
	(Net pension)	29 216	30 150	31 084	32 018	32 952	33 886	34 820
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 668 net per annum.
Second language	834 net per annum.

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

•Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2001/6

Secretariat

12 January 2001

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue: 1 February 2001 "Endangered Species series"**

Commemorative stamps

1. On Thursday, 1 February 2001, the United Nations Postal Administration (UNPA) will issue a set of 12 stamps depicting endangered species of fauna. This will be the ninth set of stamps in UNPA's multi-year series on Endangered Species, which was launched on 3 March 1993 to highlight the need for the protection of endangered species throughout the world.

Denomination:
34 cents

Endangered species:
Common Spotted cuscus
Resplendent quetzal
Gila monster
Guereza

Designer:
Grace DeVito
(United States of America)

* Expiration date of the present information circular: 16 February 2001.

01-21209 (E) 180101

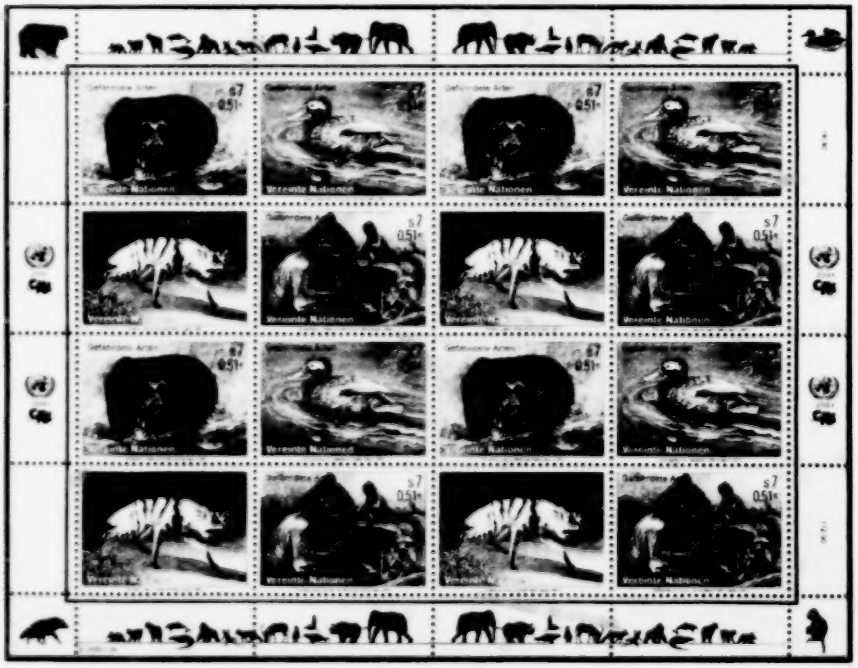
2. The issue will consist of three sheets of 16 stamps in denominations of 34 cents, SwF 0,90 and S 7/euro 0,51. Each sheet will illustrate four different endangered species.

(United States equivalents: SwF 0,90 = $US 0.51 and S 7/euro 0,51 = $US 0.44, subject to exchange rate fluctuation.)

Denomination:
SwF 0,90

Endangered species:
North American lynx
Green peafowl
Galapagos giant tortoise
Sportive lemur

Designer:
Higgins Bond
(United States of America)



Denomination:
S 7/euro 0,51

Endangered species:
Spectacled bear
Laysan duck
Aardwolf
Silvered leaf monkey

Designer:
Betina Ogden
(Australia)

2001 Endangered Species annual collection

3. On 1 February 2001, the UNPA will release the 2001 Endangered Species annual collection folder of single mint stamps.

4. The 2001 annual collection will be contained in a specially designed album. The album devotes separate pages to each of the 12 endangered species. Descriptive information is provided in English, French and German, and each stamp is beautifully highlighted by a colourful array of photographs relating to the species. It should be noted that the Endangered Species series WILL NOT be included in the annual collection albums to be issued later in 2001.

5. The stamps are not affixed inside the album, although spaces and mounts have been provided for this purpose.

Triple-cancelled Endangered Species Annual Collection folder

6. Since the 2001 Endangered Species annual collection folder will contain stamps in all three denominations, special arrangements have been made by UNPA to make available to its collectors the Endangered Species collections in which the stamps will be affixed and cancelled 1 February 2001, the first day of issue in New York, Geneva and Vienna, as appropriate.

7. The policy of offering triple cancellations for the Endangered Species annual collection will continue throughout the duration of this series.

Maximum cards

8. The twentieth set of UNPA's maximum cards will also be issued on 1 February 2001. Three different cards will be produced to accommodate the three different *se-tenant* blocks of four stamps being issued. To conform with the maximum cards issued for the Endangered Species series in prior years, each maximum card will reproduce photographs of the species appearing on each of the stamps in the *se-tenant* block. The appropriate *se-tenant* blocks of stamps will be affixed and cancelled "first day of issue" for each respective office. The maximum card cancelled "United Nations, New York" will sell for $1.66. The cancelled "United Nations, Geneva" card is priced at $2.35, while the cancelled "United Nations, Vienna" card is priced at $2.06, subject to exchange rate fluctuations.

General information

9. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets ONLY. Members of delegations and the staff can obtain these items on Thursday, 1 February, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) The counter at the north end of the Secretariat lobby, from 9 a.m. to 4 p.m.

10. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

11. Information on United Nations stamps can be accessed on the Internet at www.un.org/Depts/UNPA.

United Nations ST/IC/2001/7

Secretariat

18 January 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in December 2000.

* Expiration date of the present information circular: 31 December 2001.

01-21934 (E) 260101

Annex

Placement and promotion
1 to 31 December 2000

Name	*Gender*	*Releasing Department Office*	*Receiving Department Office*	*Post level*	*Vacancy number*
Promotion					
Billoud, Claire	F	UNOG	UNOG	P-3	*
Croney, Erna	F	DM/OHRM	DM/OHRM	P-3	*
Nunez, Eugenia	F	UNCTAD	UNCTAD	P-3	00-E-TAD-400327-I-GE
Chiku, Takemi	F	UNOV	UNOV	P-4	00-P-UNV-621-VI
Dunn, Hilda	F	DGAACS	ESCWA	P-4	00-T-ECW-00X217-I-BE
Fischer, Gunter	M	UNCTAD	UNCTAD	P-4	00-E-TAD-400083-I-GE
Fischer, Jan	M	DPI	DPI	P-4	00-I-DPI-001207-I-NY
Lee, Wai Sing	M	UNJSPF	DM/OPPBA	P-4	00-F-DOM-001105-E-NY
Pascale, Pragati	F	DPI	DPI	P-4	00-I-DPI-001158-I-NY
Salita, Cristina	F	DM/OPPBA	DM/OPPBA	P-4	00-F-DOM-001105-E-NY
Benary, Nora	F	DM	DM	P-5	00-A-DOM-001265-E-NY
Deac, Dumitru	M	UNCTAD	UNCTAD	P-5	00-E-TAD-400217-E-GE
Dhliwayo, Munorwey1	M	ECA	ECA	P-5	00-Y-ECA-00X032-E-LU
Kotte, Detlef	M	UNCTAD	UNCTAD	P-5	00-E-TAD-400108-E-GE
Morita-Lou, Hiroko	F	DESA	DESA	P-5	00-E-ESA-001034-E-NY
Stoessel, Marlene Claire	F	UNOG	UNOG	P-5	00-T-UNG-400256-I-GE
Baumann, Franz	M	DGAACS	DGAACS	D-1	00-A-DGA-001104-E-NY
Howard, Elena	F	DGAACS	DGAACS	D-1	00-A-DGA-001285-E-NY
Lee, Michelle**	F	UNON	ESCAP	D-1	00-A-ESC-00X158-E-BA
Peres, Wilson	M	ECLAC	DESA	D-1	99-E-ESA-000752-E-NY
Sekolec, Jernej**	M	OLA	OLA	D-1	00-L-OLA-001123-E-VI
Sise, Lamin	M	EOSG	EOSG	D-2	***
Placement					
Lee, Jun	F	DM/OCSS	OLA	P-3	00-L-OLA-001303-I-NY
Ziadeh-Saliba, May	F	UNCTAD	ESCWA	P-3	00-E-ECW-00X225-I-BE
Lonchampt, Pierre	M	UNOV	UNOG	P-5	00-T-UNG-400104-I-GE

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the short list may be selected by the Secretary-General on the recommendation of the head of department.

*** The Secretary-General approved the promotion in accordance with General Assembly resolution 51/226.

United Nations ST/IC/2001/8

Secretariat

18 January 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in December 2000.

* Expiration date of the present information circular: 31 December 2001

01-21931 (E) 260101

Annex

Placement and promotion
1 to 31 December 2000

Name	*Gender*	*Releasing Department/Office*	*Receiving Department/Office*	*Post level*	*Vacancy number*
Promotion					
Ball, William	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-956-S3
Black, Bryan	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Bonitto, Delroy	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Bourne, Lynden	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Bramwell, Eric	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Bryant, Thomas	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Burke, Phillip	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Clyde, Robert	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Dobbins, Ronald	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Edwards, Errol	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1057-S3
Elliott, George	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Gill, Igro	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Halton, Michael	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Haughton, Ray	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Henry, Claude	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Husbands, Anthony	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Ibrahim, Gamal	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-964-S3
Joseph, Jemotte	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Kabia, Thomas	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Leal, Joseph	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Levy, Derrick	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Lopez, Junior	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Lyttle, Albert	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-956-S3
Mejias, Antonio	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Nairne, Aston	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Powell, Leo	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1053-S3
Rajkumar, David	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Ranelli, Frank	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1057-S3
Roberts, Glenn	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1053-S3
Robinson, Bernard	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1053-S3
Rosario, Kenneth	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1053-S3
Sinckler, Ormond	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Stevenson, Maurice	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Vartholomatos, Dennis	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Walcott, Al	M	DM/OCSS	DM/OCSS	S-3	00-G-OCS-1026-S3
Fisher, Robert	M	DM/OCSS	DM/OCSS	TC-6	00-G-OCS-1095-TC6

Name	*Gender*	*Releasing Department/Office*	*Receiving Department/Office*	*Post level*	*Vacancy number*
Ryan, Richard	M	DM/OCSS	DM/OCSS	TC-6	00-G-OCS-897-TC6
Javier, Jennifer	F	DESA	DESA	G-5	*
Ribone, Hector	M	DM/OCSS	DM/OCSS	G-5	00-G-OCS-1194-G5
Ross, Sharon	F	DM/OCSS	DM/OCSS	G-5	00-G-OCS-1190-G5
Taylor, Jacqueline	F	DM/OCSS	DM/OCSS	G-5	00-G-OCS-1195-G5
Ademefun, Saheed	M	DM/OPPBA	UNJSPF	G-6	00-G-JPF-1266-G6
Arriazola, Deanne**	F	DGAACS	DGAACS	G-6	00-G-DGA-1319-G6
Castaneda, Maria Teresa****	F	DESA	DESA	G-6	99-G-ESA-663-G6
Huggins, Garth*****	M	DM	DM	G-6	00-G-DOM-1156-G6
Ong, Lilia	F	DM/OCSS	DM/OCSS	G-6	00-G-OCS-1144-G6
Santiago, Ruby***	F	DM/OCSS	DESA	G-6	00-G-ESA-1078-G6
Thoreen, Karen*****	F	DM/OCSS	DM/OCSS	G-6	98-G-OCS-052-G6

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the short list may be selected by the Secretary-General on the recommendation of the head of the department.

*** The Secretary-General approved the placement of the staff member against the post at her current level. The promotion of the staff member will be implemented when she has reached the established seniority in grade for regular promotion to the higher level.

**** The Secretary-General approved the placement of the staff member against the post at her current level. The subsequent promotion of the staff member will be implemented in accordance with the provisions of Personnel Directive PD/1/94.

***** The Secretary-General approved the placement of the staff members against the post at their current level. The promotion of the staff members will be implemented when they have reached the established seniority in grade for accelerated promotion to the higher level.

United Nations ST/IC/2001/9

Secretariat

25 January 2001

Information circular*

To: All Secretariat staff members payrolled by Headquarters

From: The Under-Secretary-General for Management

Subject: **Payroll processing through the Integrated Management Information System**

1. As of 1 January 2001, the salary payments for all United Nations Secretariat staff members who are currently payrolled by United Nations Headquarters in New York are being processed through the Integrated Management Information System (IMIS). This means that, for these United Nations Secretariat staff members, all payroll processing is being done and the related payments generated solely from IMIS. With the implementation of IMIS payroll, the overall development effort of IMIS is now successfully completed.

2. The IMIS payroll software has been thoroughly tested for more than a year and has been producing accurate payroll for a group of staff members since September 2000. It has also been successfully run in parallel with the mainframe payroll system for all other staff for the same period.

3. The IMIS payroll system is a modernization of a prior mainframe system and includes many enhancements. IMIS payroll processing is based on a more precise method of calculating various entitlements. This may result in minor differences in computations as compared with the old system. For example, the mid-month advance in New York was previously calculated each February and remained constant for 12 months irrespective of changes that might have occurred in the overall salary level. In IMIS, the New York mid-month advance is dynamically calculated to generate approximately 50 per cent of the net pay. As a result, the mid-month advance will change when salary scales are revised, when a step increment or promotion is received and when insurance or other deductions are changed.

4. The statement of earnings and deductions (payslip) generated from the IMIS payroll has been designed so that it can be used at all duty stations where IMIS payroll will be implemented. As such, it provides more information in a new format. Explanations regarding the new IMIS payslip and the differences in the way the calculations will be processed are attached as an annex with a sample copy of the

* Expiration date of the present information circular: 31 December 2001.

01-22736 (E) 260101

payslip. These can also be accessed on the United Nations Headquarters Intranet site, via "Quick Links" to Payroll.

5. Staff members who have queries regarding their salary calculation can contact their Personnel, Administrative or Executive Officer. Queries from Personnel, Administrative or Executive Officers should be sent via email to the IMIS-NY-Payroll-Helpdesk.

Annex

Statement of earnings and deductions (payslip)

Payslip generated from Integrated Management Information System (IMIS)

UNITED NATIONS SECRETARIAT — **SECRETARIAT DES NATIONS UNIES**

STATEMENT OF EARNINGS AND DEDUCTIONS — **RELEVE DES EMOLUMENTS ET RETENUES**

Contract Type	:Fixed-Term		**Pay Date**	:31-Jan-2001	**Index No** : 123456
Pension Remun	:USD 56,985.00	**Child** :1	**PayPeriod**	:01-Jan-2001 - 31-Jan-2001	**Name** :Doe, John
Cat-Grd-Step	:FS-3-3		**Org**	:DPKO FALD UNDOF	**Location** :007
			Duty Stn	:Amret al Faouar	

	Current Month		*Retroactive*	*Total in Base Currency (USD)*	
Earnings					
Gross Salary	USD	3,563.92		3,563.92	
Post Adjustment (24.7)	USD	654.90		654.90	
Dependency Allowance	USD	169.92		169.92	
Hardship element of mobility and hardship allowance (B)	USD	271.88		271.88	
				Total:	4,660.62
Deductions					
Staff Assessment	USD	912.50		912.50	
Staff Member's Pension Contribution	USD	375.15		375.15	
Medical Insurance Contribution	USD	44.97		44.97	
				Total:	1,332.62
Adjustments					
Recovery of Salary Advance (RCSA 100)	USD	-1,500.00		-1,500.00	
				Total:	-1,500.00
				Net payment:	1,828.00
Organization's Contribution					
Organization's Pension Contribution	USD	750.30		750.30	
UN Medical Insurance Subsidy	USD	49.03		49.03	
				Total:	799.33

Salary Apportionment

Payment Mode	*Name of Bank / Third Party*	*Amount in Base Curr Code (USD)*	*Amount in Disbur. Curr Code*	
Bank/EFT	UNITED NATIONS FEDERAL CREDIT UNION	1,828.00	USD	1,828.00
	Net Salary Apportionment Total: (USD)	1,828.00		

Cumulative Payments for the Period from 01-Jan-2001 to 31-Jan-2001 **In Base Currency:** USD

Earnings		***Deductions***	
Gross Salary	3,563.92	Staff Assessment	912.50
Post Adjustment	654.90	Staff Member's Pension Contribution	375.15
Dependency Allowance	169.92	Medical Insurance Contribution	44.97
Hardship element of mobility and hardship allowance	271.88		
Total:	4,660.62		1,332.62

Detailed explanations

The "payslip" produced from IMIS is different than what was generated from the mainframe system. The IMIS payroll system has been developed to be implemented at all duty stations and at multiple organizations and, as such, the "payslip" was designed to meet the requirements of all the major United Nations duty stations. Consequently, it may contain data which, while not new in concept, has not previously been printed on the "payslip" distributed at Headquarters. This enhanced "payslip" provides the staff with more information and more transparency as to their benefits and entitlements.

Personnel data

The top part of the "payslip" contains personnel data. This information is the underlying basis for the determination of all entitlements. As a general rule, data elements in this section will be printed only if relevant for the recipient. For example, while the prior Headquarters "payslip" showed "00" in the child field for staff members without dependent children, the field will not print on the IMIS "payslip" for staff members without dependent children.

New data elements:

- *Contract type* — This field provides data on the type of contract the staff member holds (for example, fixed-term).
- *Pension Remun* — The pensionable remuneration value shown in this field is an annual amount based on the staff member's category, grade, step and duty station at the time of payroll processing. The staff member's contributions and the United Nations contributions to the pension plan are based on this amount.
- *PayPeriod* — The pay period data indicates the period for which the payroll was calculated. In most instances, salaries are calculated on a monthly basis and, as such, the pay period will be the first to the last day of the month.
- *Cat-Grd-Step* — This represents the staff member's regular category, grade and step for the pay period covered by the "payslip". In the case of staff members on a special post allowance (SPA) or a Temporary grade during the pay period, it will indicate the category, grade and step of the SPA or Temporary grade.
- *Org* — The organizational unit to which the staff member belongs is noted in this field.

Current month

This column details all earnings, deductions, adjustments and Organization's contribution amounts that are due for the "pay period" noted at the top of the IMIS "payslip", for example, the current month's salary. The currency of each item is also noted.

Retroactive

This column details all earnings, deductions, adjustments and Organization's contribution amounts that are related to periods prior to the "pay period" noted at

the top of the IMIS "payslip". These generally reflect adjustments to amounts paid in previous pay periods. The currency of each item is also noted.

Total in base currency

The last column of the "payslip" is the addition of current and retroactive amounts. The currency noted in parentheses at the top of the column is the same currency as the staff member's gross salary and is considered the "base" currency. For staff stationed outside New York, the entitlement currency may not always be the same as the base currency. In those instances, the current month and retroactive columns of the "payslip" will reflect the amounts in the entitlement currency while the "Total in Base Currency" column will reflect the converted value of these entitlements based on the exchange rate in effect at the time the payroll is generated.

Earnings

This section of the "payslip" details all of the staff member's earnings for the pay period being calculated. All positive value entitlements are grouped together under "Earnings". Adjustments to these values will also be noted here. The elements that are not relevant for the specific situation of the staff member will not be printed on the "payslip".

New data elements/concepts:

- *Special post allowance (SPA)* — If the staff member is entitled to an SPA, each item affected will reflect the SPA amount. The calculated amount of the SPA is not shown separately, as it was previously shown in the "payslip".
- *Time and attendance* — Elements such as overtime or night differential are positive value entitlements shown under the Earnings portion of the IMIS "payslip". At Headquarters, these were previously shown in the "adjustment" section of the "payslip".
- *Post adjustment* — The post adjustment multiplier for the staff member's duty station is noted in parentheses next to the post adjustment title.
- *Mobility and hardship* — Each element (mobility, hardship and non-removal) is shown separately with the related matrix position for the mobility and hardship elements noted in parentheses. The transition from the old payroll system to the new IMIS payroll may have created multiple adjustments to a staff member's mobility, hardship and non-removal amounts. The adjustments represent amounts prepaid for these entitlements through the prior payroll system for the current and future months.
- *Health insurance* — Health insurance subsidies are no longer shown in this area but are reflected under the "Organization's contribution" section of the "payslip".

Deductions

This section of the "payslip" details all of the staff member's deductions for the pay period being calculated. All negative value entitlements are grouped together under "Deductions" along with any adjustments to these elements which may have been included in the current calculation of the staff member's salary. As in

the case of earnings, the elements that are not relevant to the specific situation of the staff member will not be printed on the "payslip".

New data elements/concepts:

- *Special post allowance (SPA)* — If the staff member is entitled to an SPA, each affected deduction will reflect the SPA amount. The calculated amount of the SPA is not shown separately.
- *Staff assessment related to time and attendance* — The staff assessment on time and attendance elements, such as overtime and night differential, are shown under the Deductions portion of the IMIS "payslip". At Headquarters, this was previously shown in the "adjustment" section of the "payslip".
- *Medical and dental insurance* — The values shown in this field of the IMIS "payslip" represent only the staff member's contribution towards health insurance coverage. Previously at Headquarters, the total medical and dental health insurance premiums were shown as part of "Deductions".

Adjustments

This section of the "payslip" details other amounts which may be positive or negative. Negative amounts, which are noted with a minus sign, generally pertain to the recovery of receivables, but will also include recoveries for personal telephone calls. Positive amounts may include payments for non-payroll payables, such as education grant or travel claims. Such items will bear a reference to a related IMIS document number for information.

Organization's contributions

This section of the "payslip" details additional information that reflects the amounts that the Organization is contributing on behalf of the staff member for health insurance plans and for the pension plan. These amounts are **not** added to the staff member's net pay.

Net payment

The net payment is derived from the "total earnings" less the "total deductions" and "total adjustments". The resulting amount is the net pay that will be disbursed to the staff member on the pay date indicated at the top of the IMIS "payslip".

Total Organization's contribution

The total of the Organization's contributions made on behalf of the staff member is noted for information. This is not added to the net payment.

Salary apportionment

The third area of data on the IMIS "payslip" contains basic information about how the salary has been apportioned and the manner of payment. While some staff at duty stations other than New York and Geneva are entitled to "apportion" or split their salary into two or more segments and currencies, staff whose duty station is

New York are paid 100 per cent of their net salary in United States dollars into one United States bank account.

New functionality/concepts:

- *Payment mode* — This field provides data as to the mode of payment that the staff member has chosen. All staff whose duty station is New York utilize a bank/electronic funds transfer payment mode.
- *Name of bank/third party* — This field provides the name of the bank. For confidentiality purposes, bank account numbers and other identifying data are not noted.
- *Amount in base curr code* — The amount in this field represents net payment amount and is the same currency as that noted in the "Total Base Currency" column.
- *Amount in disbur curr code* — This field reflects the amount and currency of the salary payment paid into the staff member's bank account (for staff stationed in New York it is always United States dollars).

Cumulative payments

The data reflected here are the cumulative total amounts that have been paid to the staff member for the specified period of time noted in the title. These amounts are grouped according to earnings and deductions and are expressed in the specific base currency (the currency of the staff member's gross salary).

Information on the United Nations Intranet

These explanations regarding the new IMIS payslip and the differences in the way the calculations will be processed can also be accessed on the United Nations Headquarters Intranet site, via "Quick Links" to Payroll.